XEROX WORKCENTRE 4260 SERIES

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1 INTRODUCTION

WELCOME to the Xerox WorkCentre products.

Who should use this Guide?

This Guide is intended for System Administrators who need to install, setup and manage printers and other services on their network.

To use the procedures in this Guide effectively, System Administrators must have previous experience working in a network environment and must possess Supervisor, Administrator, Account Operator, or equivalent rights to the network. They must also have prior knowledge of how to create and manage network User accounts.

Machine Models

The Xerox WorkCentre 4260 is a multi-function machine which is capable of being used for copying, printing, faxing and scanning. The features and functions available on your machine depend on the model you have purchased.

Xerox WorkCentre 4260

The machine supports scanning to and printing from a USB flash drive and has the capability of storing print, copy and scan files on the multi-function device.

It copies and prints at 55 pages per minute.

A Document Feeder, Paper Tray and Bypass Tray are also provided and 2-sided copying and printing are supported.

Features	WorkCentre 4260C	WorkCentre 4260S	WorkCentre 4260X	WorkCentre 4260XF
Digital Copying	Standard	Standard	Standard	Standard
Direct/Network Printing	-	Standard	Standard	Standard
Scan	-	Standard	Standard	Standard
E-mail	-	Standard	Standard	Standard
Fax	Optional	Optional	Standard	Standard
Paper Tray 1 & Bypass	Standard	Standard	Standard	Standard
Paper Tray 2	Optional	Optional	Standard	Standard

Features	WorkCentre 4260C	WorkCentre 4260S	WorkCentre 4260X	WorkCentre 4260XF
Paper Tray 3 & 4	Optional	Optional	Optional	N/A
Stand (see note)	Optional	Optional	Optional	Standard
Duplex Assembly	Standard	Standard	Standard	Standard
100 Sheet DADF	Standard	Standard	Standard	Standard
HCF	Optional	Optional	Optional	Standard
Finisher	Optional	Optional	Optional	Standard
USB Thumb Drive	Standard	Standard	Standard	Standard
80Gb Hard Drive	Standard	Standard	Standard	Standard
Foreign Device Interface	Optional	Optional	Optional	Optional
System Memory (256MB)	Standard	Standard	Standard	Standard
Additional Memory (256MB)	-	Optional	Optional	Optional

NOTE: A low stand is available for the 4 tray configuration. A high stand is available for the 1 and 2 tray configuration.

Control Panel Overview

Job Status   Services   Services Home   Display and Touch Screen   Log In/Out   Help   Interrupt Printing   Power

Clear All

Stop

Start

Language   Machine Status   Dial Pause   Cancel   Numeric Keypad
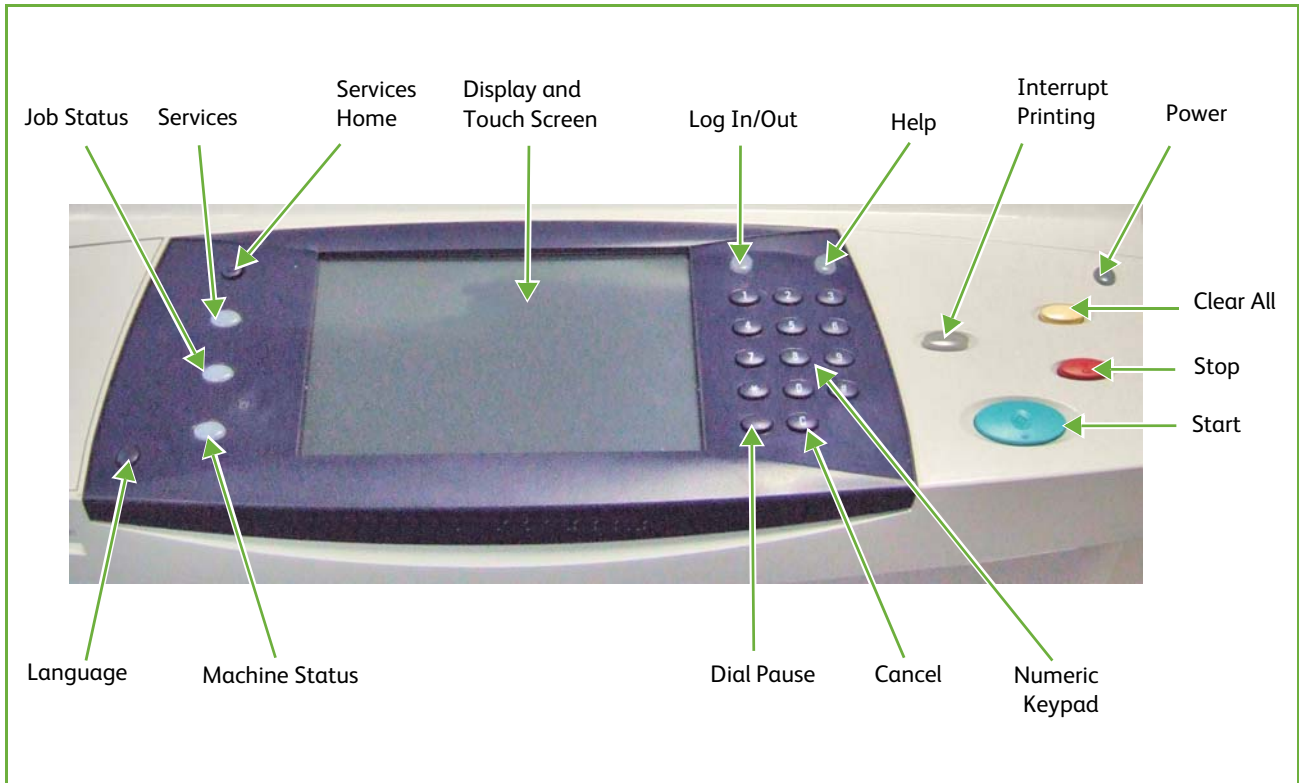
2 MACHINE CONNECTION

This chapter shows you how to connect your machine to a network and configure Ethernet settings.

Connection Ports

Front View

USB Port

Side View

Ext. Port

Fax Line Port

A Type USB Port

B Type USB Port

Foreign Device
Interface Port

Ethernet Port

Finisher
Connection Port

Card Reader Slot for
Feature Enablement Key

Power Switch

Power Connection

Interface Ports

Front

USB 2.0 Port

This port is provided for connection to a USB flash drive and is used as an input port for
printing jobs, storing jobs and performing a software upgrade.

Left Side

Ext Port

This port is used to allow a handset to be connected to the machine.

Fax Line Port

This port is used to connect the machine directly to the fax line.

Foreign Device Interface (FDI) Port

This port allows a third party FDI device to be attached to the machine. FDIs are access and accounting devices, such as counters, card readers or coin-operated devices.

Card Reader Slot for Feature Enablement Key

The Feature Enablement Key allows certain features or services to be fully installed.

A Type and B Type USB Port

These port is used to allow direct printing and for Diagnostic purposes by the Service Engineer.

Ethernet Port - 10 Mbps/100 Mbps

The machine is compatible with SMB, LPD, AppleTalk, NetWare, IPP, HTTP, DHCP, LDAP, SNMP, DDNS and Port 9100. It supports an Ethernet connector as a standard feature.

There are five Ethernet interface options available:

    1)   Auto

    2)   10 Mbps Full-Duplex

    3)   100 Mbps Full-Duplex

    4)   10 Mbps Half-Duplex

    5)   100 Mbps Half-Duplex

When **[Auto]** is selected, the machine detects the communication speed automatically and adjusts its settings accordingly.

AppleTalk, NetWare and TCP/IP protocols ethernet can be switched automatically according to the applied ethernet transmission protocol.

Finisher Connection Port

This port is used to allow the finisher to be connected to the machine.

Initial Connection

Follow these steps to physically connect your machine to the network:

1.   **Connect the Power Cable**
    Ensure that the machine is connected to a suitable power supply and that the power cord is fully plugged into the electrical outlet.

2. **Connect the Ethernet Cable**
   Connect a 10/100 BaseT Ethernet cable to the Ethernet port on the left side of the machine and the other end of the cable to your network port.

3. **Power on the machine**
   The Power On button is located on the left side of the machine, to the left as you face the machine.

4. **Complete the Steps shown by the Installation Wizard**
   If this is the first time the machine has been powered on, the Installation Wizard will run.

Administrator Access

The **<Log In/Out>** button provides access to the Administrator Tools area. Administrator access is required to change settings such as network information on the device.

1. Press the **<Log In/Out>** button on the Control Panel.
2. Enter the Administrator's *Password*. The default is **1111**.
3. Touch **[Enter]**.
4. Press the **<Machine Status>** button.
5. Touch the **[Tools]** tab.

Configure Ethernet Settings

The Ethernet interface will automatically detect the speed of your network. The machine supports hub/switch speeds of:

- Auto
- 10 Mbps Full-Duplex
- 100 Mbps Full-Duplex
- 10 Mbps Half-Duplex
- 100 Mbps Half-Duplex

Set the Ethernet speed on the Xerox machine to match the speed set on your hub or switch:

Speed	Machine Setting
10HD (Half-Duplex)	10HD or Auto
100HD	100HD or Auto
10FD (Full-Duplex)	10FD
100FD	100FD
Auto	Auto

Setting the Ethernet speed at the machine

1.   Press the **<Log In/Out>** button on the machine to enter the Tools Pathway.

2.   Enter the Administrator's *Password*. The default is **1111**.

3.   Touch **[Enter]**.

4.   Press the **<Machine Status>** button.

5.   Touch **[Tools]**.

6.   Touch **[Connectivity and Network Setup]**.

7.   Touch **[Advanced]**.

8.   Touch **[Network Setting]**.

9.   Touch **[Physical Media]**.

10.   Select the *Speed* to match the speed set on your hub or switch.

11.   Touch **[Save]**.

12.   Press the **<Log In/Out>** button.

13.   Touch **[Confirm]** to exit the Tools Pathway.

Printing a Configuration Report

Follow these steps to print a Configuration Report:

1.   Press the **<Machine Status>** button on the Control Panel.

2.   Touch the **[Information Pages]** tab.

3.   Touch **[System Configuration]**.

4.   Touch **[Print]**.

5.   Touch **[Close]**.

CentreWare Internet Services

CentreWare Internet Services is the embedded HTTP server application that resides in the device. Internet Services allows Administrators to change network and system settings on the device from the convenience of their desktops.

Many features available on your machine will need to be set via the machine and the CentreWare Internet Service.

Many of the features available within Internet Services will require an Administrator Username and Password. The default Username is **admin** and the default Password is **1111**.

System Configuration

To use CentreWare Internet Services, you need to enable both TCP/IP and HTTP on the machine. See *Configure Static Addressing using the Machine* on *page 13*, or *Configure Dynamic Addressing* on *page 15*.

Access CentreWare Internet Services

To view the **[Internet Services Welcome]** screen:

1. At your Workstation, open the Web browser, enter the *TCP/IP Address* of the machine in the Address bar.

2. Press **[Enter]** or click on the **[Go]** button. For example:

Setup HTTP

The Internet Services HTTP screen enables the System Administrator to specify the Keep Alive Timeout, Maximum Connections, Port Number and Secure HTTP (SSL) settings.

1. At your Workstation, open the web browser and enter the *TCP/IP Address* of the machine in the Address bar.

2. Press **[Enter]**.

3. Click on the **[Properties]** tab.

4. Click on the **[Connectivity]** link.

5. Click on the **[Protocols]** link.

6. Click on the **[HTTP]** link.

7. The **[Keep Alive Timeout]** setting determines how long the machine's Internet Services pages will wait for a response from a connected user before terminating the connection. Enter the required number of seconds (1 - 60) in the **[Keep Alive Timeout]** entry box.

   NOTE: Generally, longer amounts of time that a user is connected will tend to slow down and tie up connections. Keep Alive Timeout controls the number of seconds that connections remain open from the HTTP server side without any requests from the client reaching the server.

8. The **[Maximum Connections]** setting is the maximum number of simultaneous connections that can occur at any given moment to Internet Services. Enter a number from 8 - 32 to indicate the maximum number of clients that can be connected (for example, with open sockets) to the HTTP server in the **[Maximum Connections]** entry box.

9. Change the HTTP **[Port Number]** if required. The default is 80.

10. Select the **[Require SSL]** option as the HTTP Security Mode.

    NOTE: The machine must have a Machine Digital Certificate configured to enable Secure HTTP - see *Machine Digital Certificate Management & Trusted Certificate Authorities in the Security chapter on page 150.*

11. Click on the **[Apply]** button to accept the changes.

12. Click on the **[OK]** button when the confirmation message box appears.

Change the Administrator Password

It is recommended that you change the default administrator password to a more secure password, so this Xerox device is not compromised.

To change the admin password:

1.   At your Workstation, open your web browser and enter the *TCP/IP Address* of the machine in the Address bar.

2.   Press **[Enter]**.

3.   Click on the **[Properties]** tab.

4.   Click on the **[Maintenance]** link.

5.   Click on the **[Admin Password]** link.
     If prompted, enter the Administrator's *User ID* **[admin]** and *Password* **[1111]** and click on **[Login]**.

6.   Enter a new password in the **[New Admin Password]** area.

     IMPORTANT: Do not forget the password or you could be completely locked out of the system, requiring a Service call.

7.   Click on **[Apply]**.

8.   Click on the **[OK]** button when the confirmation message box appears.

3 NETWORK INSTALLATION

This chapter explains how to setup the machine to operate in the following environments:

- *TCP/IP* on *page 13*
- *AppleTalk* on *page 22*
- *Netware* on *page 23*

TCP/IP

These instructions show you how to configure the following via CentreWare Internet Services:

- TCP/IP v4 and v6
- Domain Name
- DNS
- Zero Configuration Networking

The device supports TCP/IP versions 4 and 6. IPv6 can be used instead of or in addition to IPv4.

IPv4 Settings can be configured directly at the device user interface, or remotely, via a web browser using Internet Services. IPv6 can only be configured using Internet Services. To configure TCP/IP Settings using CentreWare Internet Services, *See Configure TCP/IP Settings using CentreWare Internet Services on page 17*.

Configure Static Addressing using the Machine

Information Checklist

Before starting the installation procedure, please ensure that the following items are available and/or the tasks have been performed:

1. **Existing operational network** utilising the **TCP/IP protocol**.
2. Ensure that the **machine is connected to the network**.
3. **Static IP Address** for the machine.
4. **Subnet Mask Address** for the machine.
5. **Gateway Address** for the machine.
6. **Host Name** for the machine.

Procedure

Enter a Static IP Address

1.   Press the **<Log In/Out>** button on the machine to enter the Tools Pathway.

2.   Enter the Administrator's *Password*. The default is **1111**.

3.   Touch **[Enter]**.

4.   Press the **<Machine Status>** button.

5.   Touch the **[Tools]** tab.

6.   Touch **[Connectivity and Network Setup]**.

7.   Touch **[Advanced]**.

8.   Touch **[Network Setting]**.

9.   Touch **[Network Setup]**.

10.   Touch **[TCP/IP Options]**.

11.   Touch **[TCP/IP Settings]**.

12.   Touch **[Dynamic Addressing]**.

13.   Touch **[Disabled]** to disable DHCP.

14.   Touch **[Save]**.

15.   Touch **[Name/Address]**.

16.   Under the **[IP Address]** heading, touch each octet button of the IP Address at a time before entering the *numbers* from the keypad.

17.   Touch **[Host Name]**. Type the host name EXACTLY as you want it to appear with correct case. To access more characters, touch **[123]** on the User interface.

18.   Touch **[Save]**.

19.   Touch **[Subnet and Gateway]**.

20.   Touch each octet button of the *Subnet Address* at a time before entering the *numbers* from the keypad.

21.   Repeat this process for the **IP Gateway Address**. When you are finished, touch **[Save]** to accept the changes and return to the TCP/IP Settings screen.

22.   Touch **[Close]**. The Broadcast address will be computed automatically.

23.   Touch **[TCP/IP-Line Printer]**.

24.   Touch **[Enable]**.

25.   If you wish to change the LPR port for your printer, then touch **[Port Number]** and enter the desired *Port Number* at the keypad.

      CAUTION: Although you can change the Port Number which your machine will accept LPR print jobs through, it is recommended that you do this with extreme caution as most LPR spoolers are set to send print jobs to the default port of 515.

26.   Touch **[Save]**.

27.   Touch **[HTTP]** and ensure it says *Enabled*. If not, touch **[Enable]**.

28. Touch **[Save]**.

DNS/DDNS Configuration

29. Touch **[TCP/IP Settings]**.

30. Touch **[DNS Configuration]**. This feature will be inaccessible (greyed out) if TCP/IP protocol is not enabled.

31. Touch the **[Domain Name]** keyboard button.

32. Touch the **[Clear Text]** button to remove the default name before entering the new name.

33. Touch **[Save]**.

34. Touch **[Close]**.

35. Touch **[Preferred DNS Server]**.

36. Touch each octet button of the *DNS Server IP Address* at a time before entering the *numbers* from the keypad.

37. Touch **[Alternate DNS Servers]** (if required).

38. Touch each octet button of the *DNS Server IP Address(es)* at a time before entering the *numbers* from the keypad.

    NOTE: If DHCP is enabled, the Alternate DNS server information is not available as a feature summary.

39. Touch **[Save]**.

Enable Dynamic DNS Registration

NOTE: If your DNS server does not support dynamic updates, then this function does not need to be enabled.

40. Touch **[Dynamic DNS Registration]**.

41. Click on **[Enable]**, then **[Save]**.

42. Touch **[Close]**.

43. Follow the steps in *Chapter 4, LPR Printing, Install Printer Driver on page 39*.

Configure Dynamic Addressing

Information Checklist

Before starting the installation procedure, please ensure that the following items are available and/or the tasks have been performed:

1. **Existing operational network** utilising the **TCP/IP protocol**.

2. **DHCP or BOOTP Server** should be available on the network.

3. Machine should be **connected to the network via Ethernet Cable**.

Procedure

Installation via DHCP (Dynamic Host Configuration Protocol)

DHCP is enabled on the machine by default. If the machine is connected to the network, the TCP/IP information will be configured when the machine is powered on and no further configuration is required.

1.   **Print a Configuration Report** to verify that the information was assigned correctly.

Installation via BOOTP or DHCP

Ensure your machine is connected to the network with Ethernet cabling.

1.   Press the **<Log In/Out>** button on the machine to enter the Tools Pathway.
2.   Enter the Administrator's *Password*. The default is **1111**.
3.   Touch **[Enter]**.
4.   Press the **<Machine Status>** button.
5.   Touch the **[Tools]** tab.
6.   Touch **[Connectivity and Network Setup]**.
7.   Touch **[Advanced]**.
8.   Touch **[Network Setting]**.
9.   Touch **[Network Setup]**.
10.   Touch **[TCP/IP Options]**.
11.   Touch **[TCP/IP Settings]**.
12.   Touch **[Dynamic Addressing]**. By default, DHCP is selected.
13.   Select the required Dynamic Addressing method:
      - **[BOOTP]**.
      - **[DHCP]**.
14.   Touch **[Save]**.
15.   Touch **[Close]**.
16.   Touch **[TCP/IP - Line Printer]**.
17.   Touch **[Enable]**.
18.   If you wish to change the LPR port for your printer, touch **[Port Number]** and enter the desired port number at the keypad.

      NOTE: While you can change the port number at which your machine will accept LPR print jobs, it is recommended that you do this ONLY with extreme caution as most LPR spoolers are set to send print jobs to the default port, 515.

19.   Touch **[Save]**.
20.   Touch **[HTTP]**.
21.   Touch **[Enable]**.
22.   Touch **[Save]**.

23. Touch **[Close]** three times.

Configure TCP/IP Settings using CentreWare Internet Services

IPv4

1. At your Workstation, open the Web browser and enter the *TCP/IP Address* of the machine in the Address bar.

2. Press **[Enter]**.

3. Click on the **[Properties]** tab.

4. Click on the **[Connectivity]** link.

5. Click on the **[Protocols]** link.

6. Select **[TCP/IP]** from the directory tree.

7. Ensure that **[IPv4]** is selected. The **Protocol** will show as **[Enabled]**.

NOTE: If you deselect the **Protocol** Enabled checkbox you will not be able to access Internet Services. TCP/IP must then be enabled from the device's user interface.

8. Enter a unique **[Host Name]** for your machine.

9. Select the desired method for obtaining a dynamic IP address from the **[IP Address Resolution]** drop down list or select **[Static]** to give the machine a static IP address.

10. If **[Static]** has been selected, type the IP addresses that apply in **[Machine IP Address]**, **[Subnet Mask]**, and **[Gateway Address]**.

NOTE: If BOOTP or DHCP address resolution mode is selected, you cannot change the IP address, Subnet Mask, or default gateway. If RARP address resolution mode is selected, you cannot change the IP address. Select **Static** if you wish to disable dynamic addressing.

Domain Name

11. Enter a valid **[Domain Name]**.

DNS Configuration

12. Enter an IP address for the **[Preferred DNS Server]**. Enter an IP address for **[Alternate DNS Servers 1]** and **[2]**.

13. Check the box to enable **[Dynamic DNS Registration]**.

NOTE: If your DNS Server does not support dynamic updates there is no need to enable DDNS.

Zero-Configuration Networking

14. Select the **[Self Assigned Address]** enabled box to allow the machine to assign itself an IP address of 169.254.x.x. This is useful in situations where the device cannot connect to the DHCP server to obtain an IP address.

15. Select the **[Multicast DNS]** enabled box if you want to enable the device to perform DNS queries over IP Multicast. This is essential for the Apple Rendezvous protocol to map a host name to an IP address, used to advertise the services of the device.

16.   Scroll down the page and click on **[Apply]** to accept the changes.

IPv6

1.   At your Workstation, open the Web browser and enter the *TCP/IP Address* of the machine in the Address bar.

2.   Press **[Enter]**.

3.   Click on the **[Properties]** tab.

4.   Click on the **[Connectivity]** link.

5.   Click on the **[Protocols]** link.

6.   Select **[TCP/IP]** from the directory tree.

7.   Scroll down the page to **TCP/IPv6** area, for the **Protocol** click the **[Enabled]** checkbox.

Stateless Addresses

The Link-Local Address is automatically populated.

8.   Select **[Use Router Supplied Prefixes]** if router advertisements are used.

9.   The Host Name is populated when configured at the IPv4 screen. If you change the Host Name here it will also change it for IPv4.

10.   Enter the required **[Domain Name]**.

Default DHCP (Dynamic Host Configuration Protocol) Settings

The device performs auto-address DHCP configuration every time it powers up. This is used for neighbour discovery and address resolution on the local IPv6 subnet.

However, you can choose to use manual configuration, automatic configuration or a combination of automatic and manual configuration.

11.   Select one of the following options:

- **[Use DHCP as directed by a router]** - this option is fully automatic. The DHCPv6 Address will be obtained and displayed on the screen.

- **[Always Enable DHCP]** - this option is fully automatic. The DHCPv6 Address will be obtained and displayed on the screen.

- **[Never use DHCP]** - when this option is selected, you must configure the Manual Address Options and DNS separately.

Manual Address Options

The device can be configured with up to 4 manual IPv6 addresses.

12.   Click the **[Enabled]** checkbox for **Manual Address** if required.

13.   The **Router Prefix** is derived from router advertisements. Select a router address prefix from the list supplied in the **[Router Prefix]** menu to populate the prefix for manual entry address.

DNSv6

14. Enter a valid **[IPv6 Domain Name]**.

15. Enter an IP address for the **[Primary DNSv6 Server Address]**. Enter an IP address for **[Secondary DNSv6 Server Address]**.

16. Check the box to enable **[Dynamic DNSv6 Registration]**.

NOTE: If your DNS Server does not support dynamic updates there is no need to enable DDNS.

17. Click on the **[Add]** button to add your address.

18. Scroll down the page and click on the **[Apply]** button to save the changes.

Test Access

1. At your Workstation, open the Web browser, In the *TCP/IP Address* bar, enter "http://" followed by the Internet address of the machine. Then press the **<Enter>** key on the keyboard.

   If you use the domain name to specify the machine, use the following format.

   http://myhost.example.com

   If you use the IP address to specify the machine, use one of the following formats depending on your machine configuration. The IPv6 format is supported on Windows Vista only. An IPv6 address needs to be enclosed in square brackets.

   IPv4: http://xxx.xxx.xxx.xxx

   IPv6: http://[xxxx:xxxx:xxxx:xxxx:xxxx:xxxx:xxxx:xxxx]

NOTE: If you have changed the port number from the default port number "80", append the number to the Internet address as follows. In the following examples, the port number is 8080.

   Domain name: http://myhost.example.com:8080

   IPv4: http://xxx.xxx.xxx.xxx:8080

   IPv6: http://[xxxx:xxxx:xxxx:xxxx:xxxx:xxxx:xxxx:xxxx]:8080

2. Verify that the home page of CentreWare Internet Services is displayed.

The CentreWare Internet Services installation process is now completed.

NOTE: If the Accounting feature is enabled, you may be required to enter a user ID and passcode (if one is set up).

NOTE: When your access to CentreWare Internet Services is encrypted, enter "https://" followed by the Internet address, instead of "http://".

- Automatically Configured Gateway Address – Displays the automatically configured gateway address.

Domain Name:

- Domain Name – Enter the domain name.

DHCP/DDNS:

- Release Registration – Allows DHCP resources to be released when the machine is powering down. This is a display-only item and shows "Enabled".

Zero-Configuration Networking:

- **Self Assigned Address (IPv4)** – Allocates an IPv4 address without using a DHCP server. This check box is selected when [IP Address Resolution] is set to [Autonet]. This is a display-only item.

- **Self Assigned Address (IPv6)** – Displays "Enabled". This is a display-only item.

SNMP Configuration

Allows you to configure the following options when accessing the machine via SNMP.

SNMP Properties:

Enable SNMP v1/v2c Protocols – Allows you to enable or disable the SNMP v1/v2c protocols.

Edit SNMP v1/v2c Properties – Displays the page which allows you to set the following SNMP v1/v2c properties.

Community Names:

- **Community Name (Read Only)** – Enter the community name used for display.

- **Community Name (Read/Write)** – Enter the community name used for display and update.

Default Trap Community Name:

- TRAP Community Name – Enter the trap notification community name.

System Administrator's Login ID:

- System Administrator's Login ID – Enter the ID of the System Administrator.

    Enable SNMP v3 Protocol – Allows you to enable or disable the SNMP v3 protocol.

    Edit SNMP v3 Properties – Displays the page which allows you to set the following SNMP v3 properties.

    This button is active only when the Secure HTTP (SSL) feature is enabled.

Administrator Account:

- Account Enabled – Select to enable the System Administrator's account.

- User Name – Displays the user name of the System Administrator.

- Authentication Password (minimum 8 characters) – Enter the authentication password using 8 to 32 characters.

- Confirm Authentication Password – Re-enter the authentication password for verification.

- Privacy Password (minimum 8 characters) – Enter the privacy password using 8 to 32 characters.

- Confirm Privacy Password – Re-enter the privacy password for verification.

Print Drivers/Remote Clients Account:

- Account Enabled – Select to enable the print drivers/remote clients account. This account allows client computers and drivers a limited access to the features on the machine. If the machine does not have SNMP v1/v2c enabled, and does not have this account enabled, SNMP clients will not be able to communicate with the machine. The default passwords should be used, unless the passwords have been changed on client computers.

- Reset to default Password – Click this button to reset your password to the default.

- Advanced – Displays a page that contains the [Add UDP IPv4], [Add UDP IPv6 Address], [Add IPX Address], and [Delete] buttons.

- Add UDP IPv4 Address – This button displays the [SNMP Configuration - IPv4] page, which allows you to set the following settings.

  IP Trap Destination Address:

  - IP Address: Enter the IPv4 address of the SNMP agent that you are setting up to receive traps.

  - UDP Port Number: Enter the UDP port number of the SNMP agent.

  - SNMP Version: Select the SNMP version of the SNMP agent.

  Traps:

  - TRAP Community Name: Enter the trap community name of the SNMP agent.

  - Trap to be Received: Select the types of traps to receive from the SNMP agent.

- Add UDP IPv6 Address – This button displays the [SNMP Configuration - IPv6] page, which allows you to set the following settings.

  IP Trap Destination Address:

  - IP Address: Enter the IPv6 address of the SNMP agent that you are setting up to receive traps.

  - UDP Port Number: Enter the UDP port number of the SNMP agent.

  - SNMP Version: Select the SNMP version of the SNMP agent.

  Traps:

  - TRAP Community Name: Enter the trap community name of the SNMP agent.

  - Trap to be Received: Select the types of traps to receive from the SNMP agent.

- Add IPX Address – This button displays a page that allows you to set the following settings.

  IPX Trap Destination Address:

  - IPX External Network Number: Enter the IPX external network number of the SNMP agent that you are setting up to receive traps.

  - Physical MAC Address: Enter the physical MAC address of the SNMP agent.

- IPX Socket Number: Enter the IPX socket number of the SNMP agent.
- SNMP Version: Select the SNMP version of the SNMP agent.

Traps:

- TRAP Community Name: Enter the trap community name of the SNMP agent.
- Trap to be Received: Select the types of traps to receive from the SNMP agent.

- Delete – Selecting a trap on the [SNMP Configuration > Advanced] page and clicking this button deletes the trap. You can select and delete multiple traps at once.

SSDP

Allows you to configure the SSDP protocol settings as follows:

- Protocol – Displays whether the protocol is enabled or disabled.
- Time to Live – Specify the maximum TTL (time to live).

AppleTalk

Information Checklist

Before starting the installation procedure, please ensure that the following items are available and/or the tasks have been performed:

1. **Existing operational AppleTalk network**.
2. **AppleTalk Name** to assign to your printer.
3. **AppleTalk Zone** (if used) where your printer will reside.

Procedure

Setup AppleTalk at the machine

1. Press the **<Log In/Out>** button on the machine to enter the Tools Pathway.
2. Enter the Administrator's *Password*. The default is **1111**.
3. Touch **[Enter]**.
4. Press the **<Machine Status>** button.
5. Touch the **[Tools]** tab.
6. Touch **[Connectivity and Network Setup]**.
7. Touch **[Advanced]**.
8. Touch **[Network Setting]**.
9. Touch **[Network Setup]**.
10. Touch **[AppleTalk]**.
11. Touch **[Protocol]**.
12. Touch **[Enable]**.

13. Touch **[Save]**.

14. Touch **[Name and Area]**.

15. Touch **[Printer Name]**.

16. Enter the name using the on screen keyboard. When you are finished, touch **[Save]**.

17. Touch **[Area Name]**.

18. Enter the desired area name using the on screen keyboard (the printer default is ***** which means the printer will appear in ALL zones). Touch the **[Clear Text]** button to remove the default name before entering a new name).

19. Touch **[Save]**.

20. Touch **[Close]** three times.

Netware

NDPS/NEPS

Novell® Distributed Print Services (NDPS) / Novell® Enterprise Print Services (NEPS) allow Administrators to manage print resources centrally from anywhere on the network.

The Xerox NDPS/NEPS Solution allows you to use Novell NDPS/NEPS with many models of Xerox printers.

Refer to www.xerox.com for installation procedures and to download the Xerox NDPS Solution.

NWAdmin

Information Checklist

Before starting the installation procedure, please ensure that the following items are available and/or the tasks have been performed:

1. **Existing operational NetWare network**.

2. **Login to a NetWare file server/tree as Supervisor/Administrator** or have the equivalent privileges.

3. Ensure that the **machine is connected to the network** via Ethernet cable.

4. **Setup a Print Server object using NWADMIN**. Refer to the documentation supplied by Novell to complete this task. Record precisely (observe upper and lower case, dot notation etc.) the NDS Tree, NDS Context Name, frame type, Print Server Name and the Print Server password assigned. If your printer services queues on multiple file servers, the Print Server name and password must be the same on all file servers.

Procedure

1. Press the **<Log In/Out>** button on the machine to enter the Tools Pathway.

2. Enter the Administrator's *Password*. The default is **1111**.

3. Touch **[Enter]**.

4. Press the **<Machine Status>** button.

5. Touch the **[Tools]** tab.

6. Touch **[Connectivity and Network Setup]**.

7. Touch **[Advanced]**.

8. Touch **[Network Setting]**.

9. Touch **[Network Setup]**.

10. Touch **[NetWare]**.

11. Touch **[Protocol]**.

12. Touch **[Enable]**.

13. Touch **[Save]**.

14. Touch **[Frame Type]**.

15. Select the *Frame Type* desired by touching the frame type buttons, then touch **[Save]**.

16. Touch **[NDS Settings]**.

17. Touch **[Name Context]**.

18. A default name will appear.

    Novell suggests using typeful names when entering *Name Context* and *Directory Service Tree* information, for example: **cn=contextname.ou=organization.o=company.c=country.**

19. Touch **[abc]** to switch between capitals and lowercase characters.

20. When you are finished, touch **[Save]**.

21. Touch **[Directory Service Tree]**.

22. Enter a directory tree and context for the machine in the *NDS Tree Name* and *NDS Context*. When you have finished, touch **[Save]** twice to accept the changes.

23. Touch **[Print Server]**.

24. Touch **[Print Server Name]** and use the touch screen keyboard to enter the name you assigned to your print server. When finished touch **[Save]**.

25. Touch **[Print Server Password]**. Use the on screen keyboard to enter the print server password, in the correct case you recorded when you setup your print server and touch **[Save]**.

26. Touch **[Save]** to exit the **[Print Server]** screen and accept your changes.

27. **Optional Step:**

    • If you wish to change the desired SAP rate or Poll Interval for your printer or set the *Primary File Server,* touch **[Rates]**.

- Select the box under **[Poll Interval]** and enter the desired number from the keypad. The default values are recommended. When you are finished, touch **[Save]**.

- Select the desired setting for the **[SAP Rate]** by touching the arrow buttons.

- Touch **[Save]** again.

28. Touch **[Close]** three times.

Unix

HP-UX Client (Version 10.x)

HP-UX workstations require specific installation steps to communicate with the machine. The machine is a BSD-style UNIX printer, whereas HP-UX is a System V-style UNIX.

IMPORTANT: All UNIX commands are case sensitive, so enter the commands exactly as they are written.

Information Checklist

Before starting the installation procedure, please ensure that the following items are available and/or the tasks have been performed:

1. **Existing operational network** utilising the **TCP/IP protocol**.
2. Ensure that the **machine is connected to the network**.
3. **Static IP Address** for the machine.
4. **Subnet Mask Address** for the machine.
5. **Gateway Address** for the machine.
6. **Host Name** for the machine.

Procedure

1. Follow the steps in *Chapter 3, Configure Static Addressing using the Machine, on page 13* **until step 38**, then return to this page.

Configure the Client

1. Add the machine *Host Name* to the **etc/hosts** file on the HP-UX workstation.
2. Ensure that you can ping the machine from the HP-UX workstation.
3. Use either the **GUI** method or the **tty** methods as detailed below:

GUI Method

1. Open a **[Command]** window from the Desktop.
2. Enter **su** to access **Super User mode**.
3. Enter **sam** to start the **System Administrator Manager (SAM)**.

4.   Click on the **[Printers and Plotters]** icon.

5.   Click on **[lp]** spooler.

6.   Click on **[Printers and Plotters]**.

7.   Click on **[Actions: Add Remote Printer/Plotter...]**.

8.   Enter the following information into the **[Add Remote Printer/Plotter]** form:

   a) Printer Name: *printer name*.
      Where *printer name* is the name of the queue being created.

   b) Remote System Name: *hostname*.
      Where *hostname* is the machine hostname from the **/etc/hosts** file.

   c) Click on **[Remote Printer is on a BSD System]**.

   d) Click on **[OK]** to complete the form.

9.   Click on **[Yes]** at the **[Configure HP UX Printers Subpanel]** screen. This screen may be obscured by the **[Add Remote Printer/Plotter]** form.

10.   Click on **[File: Exit]**.

11.   Click on **[File: Exit Sam]**.

12.   Enter **Exit** to exit **Super User mode**.

13.   Test the queue created, by entering the command:

   lp -d *queuename* **/etc/hosts**.

14.   Verify that the job prints at the machine.

tty Method

1.   Enter **su** to access **Super User mode**.

2.   Enter **sh** to run the **Bourne shell**.

3.   Enter **lpshut** to stop the print service.

4.   Create the print queue by typing (on the same command line):

   lpadmin -pqueuename> -v/dev/null -mrmodel -ocmrcmodel -osmrsmodel -ob3 -orc -ormhostname -orplp

   Where *queuename* is the name of the queue being created and *hostname* is the machine hostname.

5.   Enter **lpsched** to start the print service.

6.   Enter **enable** *queuename* to enable the queue to print to the machine.

7.   Enter **accept** *queuename* to the queue accepting jobs from the HP-UX workstation.

8.   Enter **Exit** to exit the **Bourne shell.**

9.   Enter **Exit** to exit **Super User mode**.

10.   Test the queue created, by entering the command:

   lp -d *queuename* **/etc/hosts**.

11.   Verify that the job prints at the machine.

Solaris 2.x

Information Checklist

Before starting the installation procedure, please ensure that the following items are available and/or the tasks have been performed:

1.   **Existing operational network** utilising the **TCP/IP protocol**.
2.   Ensure that the **machine is connected to the network**.
3.   **Static IP Address** for the machine.
4.   **Subnet Mask Address** for the machine.
5.   **Gateway Address** for the machine.
6.   **Host Name** for the machine.

Procedure

1.   Follow the steps in *Chapter 3, Configure Static Addressing using the Machine, Procedure on page 14* **until step 38**, then return to this page.

Configure the Client

1.   Add the machine printer *Host Name* to the **etc/hosts** file.
2.   Ensure that you can ping the machine.
3.   Use either the **GUI method** or the **tty method** as detailed below:

GUI Method

1.   Open a command window from the Desktop.
2.   Enter **su** to access **Super User mode**.
3.   Enter **admintool** to run the **System Administrator Tool**.
4.   Click on **[Browse:Printers]**.
5.   Click on **[Edit:Add:Access to Printer...]**.
6.   Enter the following information into the **[Access to Remote Printer]** form:

     a) Printer Name: *queuename*.
         Where *queuename* is the name of the queue being created.

     b) Print Server: *hostname*.
         Where *hostname* is the machine hostname from the **/etc/hosts** file.

     c) Click on **[OK]** to complete the form.

7.   Enter **sh** to run the **Bourne shell**.
8.   Enter the command: **lpadmin -p** *queuename* **-s** *hostname* **!lp** to modify the remote queuename.
9.   Enter **Exit** to exit the **Bourne shell**.
10. Enter **Exit** to exit **Super User mode**.

11. Test the queue created, by entering the command:

    lp -d *queuename* **/etc/hosts.**

12. Verify that the job prints at the machine.

tty Method

1. Enter *su* to access **Super User mode**.

2. Enter *sh* to run the **Bourne shell**.

3. Define the machine as a BSD style printer, by entering the command:

    lpsystem -t bsd hostname

    Where *hostname* is the machine hostname from the **/etc/hosts** file.

4. Create the queue, by entering the command:

    lpadmin -p queuename -s hostname -T unknown -I any

    Where *queuename* is the name of the queue being created.

5. Enter **Exit** to exit the **Bourne shell**

6. Enter **Exit** to exit **Super User mode**.

7. Test the queue created, by entering the command:

    lp -d *queuename* **/etc/hosts**.

8. Verify that the job prints at the machine.

SCO

SCO UNIX workstations require specific installation steps to communicate with the machine. The machines are BSD-style UNIX printers, whereas SCO is a System V-style UNIX.

Information Checklist

Before starting the Installation procedure, please ensure that the following items are available and/or the tasks have been performed:

1. **Existing operational network** utilising the **TCP/IP protocol**.

2. Ensure that the **machine is connected to the network**.

3. **Static IP Address** for the machine.

4. **Subnet Mask Address** for the machine.

5. **Gateway Address** for the machine.

6. **Host Name** for the machine.

Procedure

1. Follow the steps in *Chapter 3, Configure Static Addressing using the Machine, Procedure on page 14* **until step 38**, then return to this page.

Configure the Client

1.   Add the machine printer hostname to the etc/hosts file on the SCO workstation.

2.   Ensure that you can Ping the machine from the SCO workstation.
Perform the following steps to create a machine print queue on a SCO UNIX workstation using either the GUI or the TTY method.

GUI Method

1.   Log in as root.

2.   From the main desktop, select the icons **[System Administration: Printers: Printer Manager]**.

3.   Click on **[Printer: Add Remote: UNIX...]**.

4.   Enter the following information into the **[Add Remote UNIX Printer]** form:

    a)   Host: *hostname*.
Where *hostname* is the machine Host Name from the **/etc/hosts** file.

    b)   Printer: *name of the queue being created*.
For example: dc xxxq.

    c)   Click on **[OK]** to complete the form.

5.   Click on **[OK]** in the **[Message]** window.

6.   Click on **[Host:Exit]**.

7.   Click on **[File: Close this directory]**.

8.   Click on **[File: Close this directory]**.

9.   Click on **[Save]** in the **[Warning Confirmation]** window.

10.   Enter *Exit* to log out of root account.

11.   Open Unix Window.

tty Method

1.   Enter **su** to access **Super User mode**.

2.   Enter **rlpconf** to create a printer.

3.   Enter the following information:

    a)   Printer Name: *queuename*

    b)   Remote Printer: *r*

    c)   Hostname: *hostname*

    d)   If the information has been entered correctly, enter *y*

4.   Click on **[Enter]** to accept the default for a non-SCO remote printer.

5.   Click on **[Enter]** to accept the default for non-default printer.

6.   Click on **[Enter]** to start the process for adding a queue.

7.   Enter **q** to quit the **rlconf** program.

Linux CUPS

Static Addressing

Information Checklist

Before starting the Installation procedure, please ensure that the following items are available and/or the tasks have been performed:

1. *See Chapter 3, Configure Static Addressing using the Machine", "Information Checklist on page 13.*

2. **Linux operating system that supports printtool.**

   NOTE: Not all distros of Linux support printtool.

Procedure

1. Follow the steps in *Chapter 3, Configure Static Addressing using the Machine, Procedure on page 14* **until step 38**, then return to this page.

Create the Print Queue

1. Ensure that the Common UNIX Printing System (CUPS) is installed and started on your client.

   NOTE: The latest version of CUPS is available at *cups.org*.

2. Open the web browser from your Workstation.

3. Enter **http://127.0.0.1:631/printers** in the Address bar.

4. Press **[Enter]**.

5. Click on **[Add Printer]**.

6. The **Authorization** dialog box will appear.

7. Enter the **root** and the **root password**.

8. In the **[Add New Printer]** screen enter a name for the printer.

9. Enter a location and description for the printer (optional).

10. Click on **[Continue]**.

11. In the **[Device]** menu, click on **[Internet Printing Protocol]**.

12. Click on **[Continue]**.

13. Enter **ipp://*hostname*/ipp/printername.**

    Where *hostname* is the hostname of the Xerox machine and ***printername*** is the printer name of the Xerox machine.

14. Click on **[Continue]**.

15. Click on **[Xerox]** in the **[Make]** menu.

16. Click on **[Continue]**.

17. Select the correct driver in the **[Driver]** menu.

18. Click on **[Continue]**.

19. The Printer Added Successfully message will appear.

Dynamic Addressing

Information Checklist

See Chapter 3, Configure Static Addressing using the Machine", "Information Checklist on page 13.

Procedure

1. Follow the steps in *Chapter 3, Configure Dynamic Addressing, Procedure on page 16* **until step 38**, then return to this page.

   IMPORTANT: Click on **[BOOTP]** in step 9.

Create the Print Queue

2. Follow the steps above in *Create the Print Queue* on *page 31*.

Linux LPR via PrintTool

Static Addressing

Information Checklist

Before starting the Installation procedure, please ensure that the following items are available and/or the tasks have been performed:

1. *See Chapter 3, Configure Static Addressing using the Machine", " on page 13.*

2. **Linux operating system that supports PrintTool.**

   NOTE: Not all distros of Linux support PrintTool.

Procedure

1. Follow the steps in *Chapter 3, Configure Static Addressing using the Machine, Procedure on page 14* **until step 38**, then return to this page.

Create the Print Queue

2. Log in, at the Linux Client, as root in a terminal.

3. Enter **printtool**.

4. The **Red Hat Linux Print System Manager** will launch.

5. Click on the **[Add]**.

6. The **[Add a Printer Entry]** window will appear.

7. Click on **[Remote Unix (lpd) Queue]**.

8. Click on **[OK]**.

9. The **[Edit Remote Unix (lpd) Queue Entry]** window will appear.

10. Enter the name of your **Print Queue** in the **[Names]** area.

11. The **Spool directory** is the directory where print jobs are stored and is a subdirectory of **[/var/spool/lpd]**. Add the name of the print queue to the end of the subdirectory path.

12. Ensure that the **[File Limit]** reads **0**.

13. In the **[Remote Host]** area, enter the *IP Address* of the Xerox machine.

14. In the **[Remote Queue]** area, enter the **Print Queue Name** from step 10.

15. **DO NOT** click on the **[Input Filter]** option.

16. Leave the default **[Suppress Headers]** selected.

17. Click on **[OK]**.

18. The printer should now be listed in the **Red Hat Linux Print System Manager** window. Click on the **[lpd]** menu.

19. Click on **[Restart lpd]**.

20. Click on the **[PrintTool]** menu.

21. Click on **[Exit]** to close the program.

22. To allow access to the printer, edit the **[/etc/hosts]** table to list the client system.

23. Edit and create the **[/etc/hosts.lpd]** file to list the client system.

Dynamic Addressing

Information Checklist

See Chapter 3, Configure Dynamic Addressing", "Information Checklist on page 15.

Procedure

1. Follow the steps in *Chapter 3, Configure Dynamic Addressing, Procedure on page 16* **until step 38**, then return to this page.

    IMPORTANT: Click on **[BOOTP]** in step 9.

Create the Print Queue

2. Follow the steps above in *Create the Print Queue* on *page 31*.

Linux LPRng

Static Addressing

Information Checklist

Before starting the Installation procedure, please ensure that the following items are available and/or the tasks have been performed:

1.   *See Chapter 3, Configure Static Addressing using the Machine", "Information Checklist on page 13.*

2.   **Linux operating system that supports PrintTool.**

     NOTE: Not all distros of Linux support PrintTool.

Procedure

1.   Follow the steps in *Chapter 3, Configure Static Addressing using the Machine, Procedure on page 14* **until step 38**, then return to this page.

Create the Print Queue

1.   Open the **LPRngTool** from the Linux Client.

2.   Click on the **[Add]**.

3.   In the **[Names]** area, enter a name for your print queue.

4.   The spool directory is the directory where print jobs are stored and is a subdirectory of **[/var/spool/lpd]**. Add the name of the print queue to the end of the subdirectory path.

5.   In the **[Hostname/IP of Printer]** area, enter the **hostname** or *IP Address* of the Xerox machine.

6.   Click on **[OK]**.

7.   Click on **[Exit]** to close the program.

8.   To allow access to the printer, edit the **/etc/hosts** table to list the client system.

9.   Edit and create the **[/etc/hosts.lpd]** file to list the client system.

Dynamic Addressing

Information Checklist

See Chapter 3, Configure Dynamic Addressing", "Information Checklist on page 15.

Procedure

1.   Follow the steps in *Chapter 3, Configure Dynamic Addressing, Procedure on page 16* **until step 38**, then return to this page.

     IMPORTANT: Click on **[BOOTP]** in step 9.

2.   Follow the steps above in *Create the Print Queue*.

Cloning

Cloning enables you to conveniently copy the settings and scan templates of one machine and transfer them to another machines with the same system software version. Groups of settings can be cloned, depending on the optional services installed on the machine. For example, scan settings will be available for cloning only if the Network Scanning optional

service is already installed on the source machine. It is not possible to install a service through the process of cloning.

Procedure

1. **Verify the Software Version** - for all machines involved in cloning.

2. **Clone a Machine** - select and save the features or settings.

    A **Configuration Cloning File** is created and saved with the extension **[.dlm]** (downloadable module).

3. **Install the Clone File onto another Machine** - using CentreWare Internet Services.

    The features and settings are transferred and applied to the recipient machine.

    NOTE: All machines involved in the Cloning procedure must contain the same system software version.

Verify the Software Version

1. At your Workstation, open the web browser, enter the *TCP/IP Address* of the machine in the Address bar.

2. Press **[Enter]**.

3. Click on the **[Properties]** tab.

4. Click on **[General Setup].**

5. Click on **[Configuration]**.

6. Scroll down and view the **[Printer Setup]** area.

7. View the **System Software Version**. Verify that all machines involved in the cloning procedure show the same system software version.

    NOTE: Do not close the web browser.

Clone a Machine

1. Within the **[General Setup]** area of CentreWare Internet Services, click on **[Cloning]**.

2. You have one of the following cloning options:

    a) **All features** - DO NOT deselect any checkboxes.

    b) **Specific features** - deselect the checkboxes next to the feature(s) that you DO NOT want to clone.

3. Click on **[Clone]**.
    If prompted, enter the Administrator's *User ID* **[admin]** and *Password* **[1111]** and click on **[Login]**.

4. A **[Cloning.dlm]** link will appear. Right-click on the link and click on **[Save Target As]**.

5. A dialog box will prompt you to specify the name and location for the cloned file. Ensure that the extension reads **[.dlm]**.

NOTE: You can save the Clone file onto a laptop or PC.

6.   Click on **[Save]**. The **[.dlm]** file can now be used to clone other machines.

Install Clone File to another Device

NOTE: This procedure will cause the machine to reboot. It will be unavailable over the network for several minutes.

1.   At your Workstation, open the web browser, enter the *TCP/IP Address* of the machine in the Address bar.
2.   Press **[Enter]**.
3.   Click on the **[Properties]** tab.
4.   Click on the **[General Setup]** link.
5.   Click on the **[Cloning]** link.
6.   In the **[Install Clone File]** area, click on the **[Browse]** button.
     If prompted, enter the Administrator's *User ID* **[admin]** and *Password* **[1111]** and click on **[Login]**.
7.   Click on the **[.dlm]** cloning file located on the laptop or PC.
8.   Click on **[Open]**.
9.   Click on **[Install]** to submit the file to the machine.

The machine will not be available over the network for several minutes.

4 PRINT DRIVERS

This chapter explains how to install the print drivers on your computer. The following areas are covered:

- *LPR Printing* on *page 37*
- *Internet Printing Protocol (IPP) Port* on *page 40*
- *Raw TCP/IP Printing (Port 9100)* on *page 42*
- *AppleTalk Printing* on *page 44*
- *USB Printing (Windows XP/2000/2003)* on *page 47*
- *Configure your Print Driver* on *page 48*
- *Bi-Directional Communication* on *page 51*
- *Manual Print Driver Configuration* on *page 52*
- *TCP/IP Printing (OSX and OS9)* on *page 53*
- *AppleTalk Printing (OS9)* on *page 54*
- *Configure your Apple Mac Print Driver* on *page 55*
- *UNIX* on *page 56*
- *Print Driver Options: Enable/Disable the Banner Sheet* on *page 57*

Windows Printing

LPR Printing

Ensure Print Services for Unix is enabled

Follow the relevant steps below that are specific to your operating system:

Windows XP

1. From your Workstation, load the *CentreWare Print and Fax Drivers CD* into your CD drive. If the CD autoruns, click on **[Exit]**.
2. Verify that *Print Services for Unix* is loaded
3. Click on **[Start]**.
4. Click on **[Control Panel]**.
5. Double-click on **[Add or Remove Programs]**.
6. Click on **[Add/Remove Windows Components]** in the left hand column.

7.   Scroll down to **[Other Network File and Print Services]** and click on the checkbox to select it.

8.   Click on **[Details]**.

9.   If it is not selected, click on the **[Print Services for Unix]** checkbox.

10. Click on the **[OK]** button.

11. Click on the **[Next]** button.

     NOTE: If Print Services for Unix is not installed, refer to instructions from Microsoft to install this service. When you are finished, return to this page.

12. Click on the **[Finish]** button.

13. Close the **[Add/Remove Programs]** window.

14. Follow the steps in *Chapter 4, LPR Printing, Install Printer Driver on page 39*.

Windows 2000/2003

1.   From the Desktop, right-click the **[My Network Places]** icon and click on **[Properties]**.

2.   Right-click on the **[Local Area Connection]** icon and click on **[Properties]**.

3.   Verify that the **[Internet Protocol (TCP/IP)]** protocol has been loaded. If this software is not present, install it using the documentation provided by Microsoft. When you are finished, return to this page.

4.   Verify that **Print Services for Unix** is loaded:

     a)   Click on **[Start]**, **[Settings]** then **[Control Panel]**.

     b)   Double-click on the **[Add/Remove Programs]** icon.

     c)   Click on **[Add/Remove Win Components]** in the far left column.

     d)   Click on **[Other Network File and Print Services]**.

     e)   Click on **[Details]**.

     f)   Click on the **[Print Services for Unix]** checkbox. If Print Services for Unix is not installed, refer to instructions from Microsoft to install this service. When you are finished, return to this page.

5.   Click on the **[OK]** button.

6.   Click on the **[Next]** button.

7.   Click on the **[Finish]** button.

8.   Close the **[Add/Remove Programs]** window.

Windows Vista

1.   Click on **[Start]**, **[Control Panel]** and double-click on **[Programs and Features]**.

2.   Double-click on **[Windows Features]**.

3.   In the **[Turn Windows Features on and off]** window, expand the **[Print Services]** menu.

4.   Click on **[LPR Port Monitor]** to enable the service.

5. Click on the **[OK]** button. Your computer may need to restart.

Install Printer Driver

1. From the **[Start]** menu, follow the appropriate option from the list below:
   - Windows 2000/2003 - Click **[Settings]** then **[Printers]**.
   - Windows XP - Click **[Printers and Faxes]**. If you cannot see this option in the **[Start]** menu, then click on **[Start]**, followed by **[Control Panel]** first.
   - Windows Vista - Click **[Control Panel]** then **[Printers]**.

2. **Windows XP/2000/2003:**

   a) Click on **[Add Printer]** in the far left column.

   b) Click on the **[Next]** button for Windows XP/2000/2003 only.

   Windows Vista:

   a) Double-click on **[Add Printer]**.

3. Select:
   - For Windows 2000 **- [Local Printer]**.
   - For Win XP/2003 - **[Local Printer attached to this computer]**.

   NOTE: If already selected, click on **[Automatically detect and install my Plug and Play printer]** to deselect it.

   - For Windows Vista - **[A printer attached to my computer]**.
     Now go to step 5.

4. Click on the **[Next]** button.

5. Click on **[Create a new port]**.

6. Select the following option from the **Type of Port** pull down menu:
   - For Windows 2000/2003 select **[LPR]**.
   - For Windows XP/Vista select **[LPR Port]**.

7. Click on the **[Next]** button.

8. Enter the *IP Address* of the printer.

9. Enter:
   - *Printer name* for Windows XP/2000/2003.
   - *Print Queue name* for Windows Vista.

10. Click on the **[OK]** button.

11. You will be prompted for a Printer Driver. Click on **[Have Disk]**.

12. Click on the **[Browse]** button.

13. Locate the **Drivers** folder on the CD and select the required *Printer Driver* file **[.inf]**.

14. Click on the **[Open]** button.

15. Click on the **[OK]** button.

16. Click on the **Printer Model** from the list.

17. Click on the **[Next]** button.

    For **Win Vista only**, follow these steps to finish:

    a) Click on **[Print a test page]** to verify that the printer is installed.

    b) Click on **[Make this my default]** if required.

    c) Click on the **[Finish]** button.

18. The **[Name your Printer]** screen appears.

19. Enter a *Printer Name*.

20. Click on the **[Next]** button.

21. The **[Printer Sharing Screen]** appears.

    If you will be sharing this printer with other clients, then:

    a) Select:

    - **[Share As:]** - Windows 2000.
    - **[Share Name]** - Windows XP/2003.

    b) Enter a *Share Name*.

22. Click on the **[Next]** button.

23. Enter a *Location* name (and *Comment* if required.)

24. Click on the **[Next]** button.

25. Click on **[Yes]** to Print a Test Page.

26. Click on the **[Next]** button.

27. Click on the **[Next]** button.to close the **[Test Page]** window.

28. Click on the **[Finish]** button. The printer driver will install.

29. Verify that the test page is printed at the machine.

Internet Printing Protocol (IPP) Port

Internet Printing Protocol (IPP) is a TCP/IP protocol which enables the device to print via the Internet. IPP Printing is enabled by default.

How to Enable the IPP Port

1. At your workstation, open the web browser and enter the *TCP/IP address* of the machine in the Address bar.

2. Press **[Enter]**.

3. Click on the **[Properties]** tab.

4. Click on the **[Connectivity]** link.

5. Click on the **[Protocols]** link.

6. Select **[IPP]** in the directory tree.

7. Select **[Enable]**. The Printer URL will show the http:// IP address of the device and the ipp:// IP address of the device.

8. Enter text for the **[Printer Name]**, **[Printer Information]**, and **[Printer Location]**, if required.

9. Enter a number for the **[Multiple Operation Timeout]**. The default is 300.

10. Enter a number for the **[Time to Keep Jobs in History]**. The default is 1.

11. Enter information for the **[Operator Message]**.

12. Click **[Apply]**.

Install Printer Driver

1. Follow the steps below that are specific to your operating system:

    Windows XP

    From your Workstation:

    a) Click on **[Start]**.

    b) Click on **[Network Connections]**.

    Windows 2000/2003

    From your Workstation:

    a) Right-click on the **[My Network Places]** icon.

    b) Click on **[Properties]**.

2. Right-click on the **[Local Area Connection]** icon.

3. Click on **[Properties]**.

4. Ensure that the **[Internet Protocol (TCP/IP)]** protocol has been loaded.

5. Click on:

    - For Windows 2000/2003 - **[Settings]** then **[Printers]**.
    - For Windows XP **- [Printers and Faxes]**. If you cannot see this option in the **[Start]** menu, then click on **[Start]**, followed by **[Control Panel]** first.
    - For Windows Vista **- [Control Panel]** then **[Printers]**.

6. Click on **[Add Printer]** in the far left column.

7. The **[Add Printer Wizard]** window will appear. Click on the **[Next]** button.

8. Ensure that **[Network Printer]** is selected and click on the **[Next]** button.

9. The following screen will appear:

    - **Locate Your Printer** for Windows 2000/2003.
    - **Specify a Printer** for Windows XP.

10. To create an IPP printer, click on **[Connect to a printer on the Internet...]**.

11. Type **[HTTP:***// followed by the printer's fully qualified Domain name or IP Address***]** in the URL field. The Printer Name can be either the Host Name or the SMB Host Name as shown on the machine Configuration Report, depending on the name resolution used by your network (WINS or DNS).

12. Click on the **[Next]** button.

13. Click on the **[OK]** button to install the printer driver.

14. Click on the **[Have Disk]** button and browse to the location of the printer driver and click on the **[OK]** button.

15. Select the **Printer Model** and Click on the **[OK]** button.

16. Click on **[Yes]** if you wish to make this the default printer.

17. Click on the **[Next]** button.

18. Click on the **[Finish]** button.

Raw TCP/IP Printing (Port 9100)

Raw TCP/IP is a printing protocol that is similar to LPR printing. Also known as a direct TCP/IP connection or sockets interface, it sends information directly to the machine and does not require a Line Printer Daemon (LPD). The advantages are that connections stay open for multiple print files and spooling is not needed, therefore, printing is faster and more reliable than LPD printing. Raw TCP/IP printing is contained in Windows 2000 and other third-party applications and operating systems.

Raw TCP/IP Printing is enabled by default for port 9100.

Information Checklist

See Chapter 3, Configure Static Addressing using the Machine", "Information Checklist on page 13.

How to Configure Port 9100

1. At your workstation, open the Web browser and enter the *TCP/IP address* of the machine in the Address bar.

2. Press **[Enter]**.

3. Click on the **[Properties]** tab.

4. Click on the **[Connectivity]** link.

5. Click on the **[Protocols]** link.

6. Select **[Raw TCP/IP Printing]** in the directory tree.

7. Click the **[Enabled]** checkbox to enable the Protocol.

8. Enter the required port number (1 - 65535).

9. Click on **[Apply]** to accept the changes or **[Undo]** to return the settings to their previous values.

NOTE: The settings are not applied until you restart the machine.

10. Click on the **[Status]** tab.

11. Click on the **[Reboot Machine]** button and click on **[OK]** to reboot machine. The network controller takes approximately 60 seconds to reboot and network connectivity will be unavailable during this time.

Install Printer Driver

1. At your Workstation, from the **[Start]** menu, select the appropriate option from the following:

    •   For Windows 2000/2003, click on **[Settings]** then **[Printers]**.

    •   For Windows XP, click on **[Printers and Faxes]**. If you cannot see this option in the **[Start]** menu, then click on **[Start]**, followed by **[Control Panel]** first.

    •   For Windows Vista, click on **[Control Panel]** then **[Printers]**.

2. Click on **[Add Printer]** in the far left column.

3. The **[Add Printer Wizard]** window will appear. Click on the **[Next]** button.

4. Select:

    •   **[Local Printer]** for Windows 2000

    •   **[Local Printer attached to this computer]** for Windows XP/2003

    If already selected, click on **[Automatically detect and install my Plug and Play printer]** to deselect it.

5. Click on the **[Next]** button.

6. Click on **[Create a new port]**.

7. Click on **[Standard TCP/IP Port]** from the **Type of Port** pull down menu, and click on the **[Next]** button.

8. Follow the relevant steps for your configuration:

    Windows XP

    a) The **Add Standard TCP/IP Printer Port** wizard opens

    b) Click on the **[Next]** button.

    c) Enter the **Printer Name** or **IP Address** of the printer.

    d) Enter a name for the print queue in the **Port Name** box (or accept the default).

    e) Click on the **[Next]** button.

    f) Ensure 9100 appears as the **Port Number** and click on the **[OK]** button.

    g) Click on the **[Finish]** button.

    Windows 2000/2003

    a) Select **TCP/IP Printer** from the **Device Type** drop down menu.

    b) Enter the **Printer Name** or **IP Address** of the printer.

    c) Enter a name for the print queue in the **Port Name** box (or accept the default) and click on the **[OK]** button.

    d) Click on the **[Next]** button.

    e) Uncheck the box **[Query]**.

    f) Click on **[Settings]**.

    g) Click on **[Raw]**.

    h) Ensure 9100 appears as the **Port Number** and click on the **[OK]** button.

---

     i)   Click on the **[Next]** button.

     j)   Click on the **[Finish]** button.

9.   You will return to the **Add Printer Wizard** window and be prompted for a **Printer Driver**.

10.   Load the *Print and Fax Drivers CD* into the CD drive. If the CD autoruns, click **[Exit]**.

11.   Click on the **[Have Disk]** button.

12.   Click on the **[Browse]** button.

13.   Locate the *Drivers* folder on the CD and click on the required driver from the list.

14.   Click on the **[Open]** button.

15.   Click on the **[OK]** button.

16.   Select the model of your machine from the list.

17.   Click on the **[Next]** button.

18.   Enter *Printer Name* (or accept the default name).

19.   Click on the **[Next]** button.

20.   If you want this to be your default printer, click on **[Yes]**.

21.   Click on the **[Next]** button.

22.   The **Printer Sharing Screen** appears.

    If you will be sharing this printer with other clients, then:

    a)   Select:

       •   **[Share As:]** - Windows 2000.

       •   **[Share Name]** - Windows XP/2003.

    b)   Enter a **Share Name**.

    c)   Click on the **[Next]** button.

23.   Enter the **[Location]** (Add a Comment if necessary.)

24.   Click on the **[Next]** button.

25.   Click on **[Yes]** to print a test page. Close the **Test Page** window if necessary.

26.   Click on the **[Next]** button.

27.   Click on the **[Finish]** button. The printer driver will install.

28.   Verify that the test page is printed at the machine.

AppleTalk Printing

The Internet Services AppleTalk® page allows you to configure the machine to support AppleTalk®.

Information Checklist

1.   The **AppleTalk settings must be correctly configured** on the machine.

2.   Locate the **CentreWare Print and Fax Drivers CD** delivered with your machine.

Configure AppleTalk

1. At your workstation, open the Web browser and enter the *TCP/IP address* of the machine in the Address bar.

2. Press **[Enter]**.

3. Click on the **[Properties]** tab.

4. Click on the **[Connectivity]** link.

5. Click on the **[Protocols]** link.

6. Select **[AppleTalk]** in the directory tree.

7. Click the **[Enabled]** checkbox to enable the Protocol.

8. Type a name for the machine in **[Printer Name]**.

9. Select the required **[Zone]**.

10. Click **[Apply]** to accept the changes.
    If prompted, enter the Administrator's *User ID* **[admin]** and *Password* **[1111]**, and click on **[Login]**.

11. The settings are not applied until you reboot the machine. Click the **[Status]** tab.

12. Click the **[Reboot Machine]** button and click **[OK]** to reboot the machine. The network controller takes approximately 5 minutes to reboot and network connectivity will be unavailable during this time.

Install the Printer Driver

1. Follow the steps below that are specific to your operating system:

   Windows XP

   a) Click on **[Start]**.

   b) Click on **[Network Connections]**.

   Windows 2000/2003

   From the Desktop:

   a) Right-click on the **[My Network Places]** icon.

   b) Click on **[Properties]**.

   Win NT

   From the Desktop:

   a) Right-click on the **[Network Neighbourhood]** icon

2. Right-click on the network connection you want to configure AppleTalk on, and then click on **[Properties]**.

3. The **[Connection Properties]** dialog box opens.

4. On the **[General]** tab, if the AppleTalk Protocol is in the list of installed protocols, make sure that it is selected. If the AppleTalk protocol is not listed, install it using the documentation provided by Microsoft, then return to this page.

5. Follow the steps below that are specific to your operating system:

Windows XP

a) Click on **[Start]**.

b) Click on **[Network Connections]**

c) Click on **[Add Printer]**.

Windows 2000/2003

a) Click on **[Start]**, **([Settings])**.

b) Click on **[Printers]**.

c) Double-click on **[Add Printer]**.

Windows NT

a) Click on **[Start]**, **[Settings]** then **[Printers]**.

b) Double-click on the **Add Printer** icon to start the Add Printer Wizard.

c) Click on **[My Computer]**.

d) Click on the **[Next]** button.

e) Click on **[Add Port]**.

f) Click on **[AppleTalk Printing Devices]**.

g) Click on **[New Port]**.

h) Continue to **step 28**.

6. The **Add Printer Wizard** opens. Click on the **[Next]** button.

7. Click the appropriate option:

    - For Windows 2000, click on **[Local Printer]**.

    - For Windows XP/2003, click on **[Local Printer attached to this computer]**.

    If already selected, click on **[Automatically detect and install my Plug and Play]** to deselect it.

8. Click on the **[Next]** button.

9. Click on **[Create a New Port]**.

10. Click on **[AppleTalk Printing Devices]**.

11. Click on the **[Next]** button.

12. In the **[Available AppleTalk Printing Devices]** box, click on the printer you want to connect to. It may be necessary to double-click on the required **Zone** to locate the printer. Click on the **[OK]** button.

    NOTE: You may be asked whether you want to capture the AppleTalk print machine. If you are prompted to do this and you are unsure how to respond, click on **[Help]** and read the help file for an explanation.

    IMPORTANT: Capturing the printer may prevent other computers from printing to this printer. For more information refer to Microsoft.

13. Click on **[Have Disk]**. Load the **CentreWare Print and Fax Drivers CD** into your CD drive.

14. Click on **[Browse]** and locate the CD drive.

15. Locate the folder containing the printer drivers on the CD and select the required Windows printer driver.

16. Click on **[Open]** (and **[Open]** again, if necessary).

17. Click on the **[OK]** button.

18. Select your **Printer Model** from the list and click on the **[Next]** button.

19. Enter *Printer Name* (or accept the default name).

20. Click on the **[Next]** button.

21. If you want this to be your default printer, click on **[Yes]**.

22. Click on the **[Next]** button.

23. The **[Printer Sharing] s**creen appears.

    If you will be sharing this printer with other clients, then:

    a) Select:

    - **[Share As:]** - Windows 2000.
    - **[Share Name]** - Windows XP/2003.

    b) Enter a **Share Name**.

    c) Click on the **[Next]** button.

24. Enter the *Location* (Add a Comment if necessary).

25. Click on the **[Next]** button.

26. Click on **[Yes]** to print a test page. Close the **[Test Page]** window if necessary.

27. Click on the **[Next]** button.

28. Click on the **[Finish]** button. The printer driver will install.

29. Verify that the test page is printed at the machine.

USB Printing (Windows XP/2000/2003)

Information Checklist

Before starting the Installation procedure, please ensure that the following items are available and/or the tasks have been performed:

1. A standard USB peripheral cable.

2. A Workstation or laptop that supports USB connectivity.

3. A print driver has been installed and is correct for your Xerox WorkCentre 4260 printer model.

Procedure

1. Connect the USB cable to the machine and the other end to your Workstation or laptop.

2. Windows will automatically detect the new hardware and install the appropriate driver.

3.   Click on **[Next]**.

4.   Ensure that the radio button is selected next to **[Search for suitable driver]**.

5.   Click on the **[Next]** button.

6.   Tick the checkbox next to **[Specify a Location]**.

7.   Click on the **[Next]** button.

8.   Click on **[Browse]** to browse for the location of the printer drivers.

9.   Insert the *CentreWare Print and Fax Drivers CD* into your CD drive.

10.   Select the required USB printer driver.

11.   Select the correct printer model from the list.

12.   Click on the **[Next]** button. The printer driver will install.

13.   Click on the **[Finish]** button.

Configure your Print Driver

Information Checklist

Before starting the Installation procedure, please ensure that the following items are available and/or the tasks have been performed:

1.   The WorkCentre 4260 printer driver should be installed on your Windows operating system.

Procedure

1.   At your workstation, open your **Printers** folder.

2.   Right-click on the printer.

3.   Click on **[Properties]**.

4.   Click on **[Configuration]**.

Bi-Directional Setup

1.   The driver can be set to automatically obtain information on the installed hardware options and status of the device.

2.   Click on **[Bi-Directional Setup]**.

3.   Click on **[Automatic]** to have the driver automatically configure the IP address of the device or click on **[Manual]** and enter the IP address or host name of the device.

4.   If you want to change the default SNMP settings, click on **[SNMP Community Name]** and enter the required information.

5.   Click on the **[OK]** button.

Installable Options

1. If Bi-directional Setup is enabled, the driver will update with the options installed on the device.

2. If Bi-directional setup is not enabled, select the options that are installed on your device.

    NOTE: LAN Fax requires the Embedded Fax feature to be installed.

    NOTE: Job Storage requires the Save Job for Reprint feature to be enabled.

3. Click on the **[OK]** button.

Accounting

If you have an Accounting feature such as Xerox Standard Accounting or Network Accounting installed, you can enable Accounting in the driver. For further information, see *Chapter 12, Network Accounting* on *page 111*.

1. Click on the **[OK]** button to close your print driver Properties.

Printing Preferences

Printing Preferences contains all the driver features and allows you to set default settings for the driver.

1. Within your **Printers** folder, right-click on the WorkCentre 4260 print driver and select **[Printing Preferences]**.

    NOTE: Click on the **[Help]** button in the driver to view information about each feature.

Paper/Output

2. Click on the **[Paper/Output]** tab.

3. Click on **[Job Type]**.

    Job Type allows you to send the following types of print jobs to the device:

    -   Secure Print.
    -   Sample Set.
    -   Delay Print.
    -   Saved Job.
    -   Fax Job.

4. Click on the **[Paper]** menu. The Paper menu allows you to select the specific paper that you want to print on.

5. Click on **[Advanced Paper Selection]**. Advanced Paper Selection allows you to input custom measurements for non-standard paper sizes, and also scale your document.

6. Click on the **[Original Document Size]** menu.

7. Click on **[New]**. The **[New Custom Size]** box opens.

8. To create a custom size page:

a) Enter a name in the **[Name]** box.

b) Enter the *Height* and *Width* of your custom paper.

c) Click on the **[OK]** button.

9. To scale your image to the size of the paper, click on your required option in the **[Scale Options]** menu.

10. Click on the **[OK]** button to save your settings.

   NOTE: Any options selected in Printing Preferences will become the default settings for your driver.

Saved Settings

1. Ensure that you are on the **[Paper/Output]** tab.

2. Click on the **[Saved Settings]** menu.

3. To save your driver settings, click on the **[Save]** button and enter a name to describe the settings.

4. Click on the **[OK]** button.

5. The settings can be selected from the **[Saved Settings]** menu.

Special Pages

Special Pages allows you to add, modify or delete cover pages inserts or exception pages.

1. Click on the **[Special Pages]** tab.

2. Click on **[Add Covers]**.

3. To add a cover, select your option from the **[Cover Options]** menu. For example, you could select **[Front Only]** to print the first page of your document on Letterhead paper. The rest of the document will print on plain paper.

4. Select the required paper type for your cover from the **[Front Cover Paper]** and/or **[Back Cover Paper]** menus as necessary.

5. Click on the **[OK]** button.

6. Click on **[Add Inserts]**.

   Add Inserts allows you to insert paper into your print job. Click on **[Help]** for further information.

7. Click on the **[OK]** button.

8. Click on **[Add Exceptions]**.

   Add Exceptions allows you to specify characteristics of pages in your print job that are different from the majority of your job. Click on the **[Help]** button for further information.

9. Click on the **[OK]** button.

Layout/Watermark

The Layout/Watermark tab allows you to print your document as multiple images on a page or as a booklet. You can also create and print watermarks on your documents.

Image Options

The Image Options tab allows you to change the brightness and resolution of your printed documents and adjust the printed margin.

Advanced

The Advanced tab contains settings specific to the driver, such as Postscript options and Font selections. You can also select to enable or disable the Banner Sheet.

1. Click on the **[OK]** button to close the driver.

Configure the Windows Printer Driver

Bi-Directional Communication

1. Follow the steps below that are specific to your operating system:

    Windows Vista

    a) Right-click on the printer in the **Printers** list and select **[Properties]**.

    Windows 2000/2003

    a) From the **[Start]** menu, click on **[Settings]** then **[Printers]**.

    b) Right-click on the printer icon and select **[Properties]**.

    Windows XP

    a) From the **[Start]** menu, click on **[Printers and Faxes]**.

    > **NOTE:** If you cannot see **[Printers and Faxes]** in the **[Start]** menu, then click on **[Start]**, followed by **[Control Panel]**.

    b) Right-click on the printer icon and select **[Properties]**.

2. Click on the **[Configuration]** tab.

3. Click on **[Bi-Directional Setup]**.

4. Bi-directional communication automatically updates the printer driver with the printer's installed options. The driver's Printing Preferences will report information about the printer's operational status, active jobs, completed jobs and paper status.

5. Click on **[Automatic]** to have the driver automatically configure the *IP Address* of the machine or click on **[Manual]** and enter the *IP Address* or *Host Name* of the machine.

SNMP Settings

1. If you want to change the default SNMP settings, click on **[SNMP Community Name]** and enter the required information.

2. Click on the **[OK]** button.

3. Follow the steps below that are specific to your operating system:

4. **Windows XP/2000/2003**

---

a) Click on the **[General]** tab.

b) Click on **[Print Test Page]**.

c) Click on the **[OK]** button to close the **[Test Page]** window.

d) Click on **[Printing Preferences]**.

e) Ensure that the **[Paper/Output]** tab is selected and click on **[More Status]** at the bottom of the window. Current information about the printer is available. Click on **[Close]** to close the window.

f) Change any default printer settings, as required.

g) Click on the **[OK]** button.

h) Verify that the test page is printed at the machine.

Windows Vista

a) Click on **[Installable Options]**.

b) If Bi-Directional setup has not been enabled, then select the options that are installed on the machine.

c) Click on the **[OK]** button.

d) Click on **[Printing Preferences]**.

e) Change any default printer settings, as required.

f) Click on the **[OK]** button.

g) Verify that the test page is printed at the machine.

Manual Print Driver Configuration

To configure the printer driver without using Bi-Directional communication:

1. Follow the steps below that are specific to your operating system:

   Windows Vista

   a) Right-click on the printer in the **Printers** list and select **[Properties]**.

   Windows 2000/2003

   a) From the **[Start]** menu, click on **[Settings]** then **[Printers]**.

   b) Right-click on the printer icon and select **[Properties]**.

   Windows XP

   a) From the **[Start]** menu, click on **[Printers and Faxes]**.

   NOTE: If you cannot see **[Printers and Faxes]** in the **[Start]** menu, then click on **[Start]**, followed by **[Control Panel]**.

   b) Right-click on the printer icon and select **[Properties]**.

2. Click on the **[Configuration]** tab.

3. Click on **[Installable Options]**.

4. Select the options that are installed on the machine.

5.   Click on the **[OK]** button.

6.   Click on the **[General]** tab.

7.   Click on **[Print Test Page]**.

8.   Click on the **[OK]** button to close the **[Test Page]** window.

9.   Click on **[Printing Preferences]**.

10.   Change any default printer settings, as required.

11.   Verify that the test page is printed at the machine.

Apple Mac

TCP/IP Printing (OSX and OS9)

Information Checklist

1.   The **TCP/IP settings must be correctly configured** on the machine.

2.   Locate the **CentreWare Print and Fax Drivers CD** delivered with your machine.

Install the Print Driver

1.   Load the **CentreWare Print and Fax Drivers CD** into your CD drive.

2.   Open the CD and select the required language, if necessary.

3.   Double-click on the **[Drivers]** folder.

4.   Double-click on the **[Mac]** folder.

5.   Double-click on the folder containing the drivers for your Mac OS version.

6.   Double-click on the **[*machine model*.dmg]** file.

7.   Double-click to open the **[*machine model*.pkg]** file.

8.   The **[Welcome to the Installer]** dialog box appears.

9.   Click on **[Continue]**.

10.   Click on **[Continue]** and then **[Agree]** to accept the License Agreement.

11.   Select the **Volume** (if necessary) where you want to install the printer. Click on **[Continue]**.

12.   Click on the **[Install]** button.

13.   Click on the **[Close]** button.

14.   Click on the **[Printer Setup Utility]** on the Dock.

15.   Double-click on the Hard Drive icon on the Desktop.

16.   Double-click to open **[Applications]**.

17.   Double-click to open **[Utilities]**.

18.   Double-click to open **[Printer Setup Utility]**.

19. To add a new print, click on:

    • **[Add]**.
      or

    • **[Printers]** menu then **[Add Printer]**.

20. Click on **[IP Printing]** from the top menu.

21. Click on **[Internet Protocol Printing]** or **[LPD/LPR Printing]** from the next menu.

22. Enter the *IP Address* of the printer.

23. Enter the *Print Queue Name*. (You may leave this blank).

24. Click on **[Xerox]** from the **Printer Model** list.

25. Select your **Printer Model** from the list.

26. Click on **[Add]**. The machine will appear in the **Printer List**.

27. Select the Printer and click on **[Show Info]**.

28. Click on **[Installable Options]**.

29. Select the options as installed on your machine.

    NOTE: If you want to use the Save Job for Reprint feature, then make sure that **Job Storage** is set to **[Installed]**.

30. Click on **[Apply Changes]**.

31. Close the **[Printer Info]** box.

32. Print a document to verify that the printer is installed correctly.

AppleTalk Printing (OS9)

Information Checklist

1. The **AppleTalk settings must be correctly configured** on the machine.

2. Locate the **CentreWare Print and Fax Drivers CD** delivered with your machine.

Install Printer Driver

3. Load the *CentreWare Print and Fax Drivers CD* into your CD drive.

4. Open the CD and locate the **Drivers** folder.

5. Locate the **[Mac]** folder containing the installer file.

6. Open the **[Mac OS9]** folder and double-click on the installer file to install the printer driver on your Mac.

7. Click on **[Continue]**.

8. Click on **[Agree]** to accept the License Agreement.

9. Click on **[Install]**.

10. Your Mac may need to be restarted. Click on **[Yes]** to continue.

11. The driver will install. Click on **[Restart]**.

12. Once the Mac has restarted, click on the **[Apple]** icon, then **[Chooser]**.

13. Select the printer icon and then click on the **[Printer Name]** which corresponds to the name given to the machine in AppleTalk Settings - Name.

14. Click on **[Create]**.

15. Click on the **[Printer Description]** which matches your machine model.

16. Click on **[Select]**.

17. Click on **[Setup]**.

18. Click on **[Configure]**.

19. Select the installed options which correspond to your machine configuration.

20. Click on the **[OK]** button.

21. Click on the **[OK]** button and close the **[Chooser]**.

22. Print a document from an application to verify that the printer is installed correctly.

Configure your Apple Mac Print Driver

Information Checklist

Before starting the Installation procedure, please ensure that the following items are available and/or the tasks have been performed:

1. The WorkCentre 4260 printer driver should be installed on your Macintosh operating system.

Procedure

Configuration

1. Click on **[Printer Setup Utility]** on the Dock and go to step 6, or:

2. Double-click on the hard drive icon on the desktop.

3. Double-click on **[Applications]**.

4. Double-click on **[Utilities]**.

5. Double-click on **[Printer Setup Utility]**.

6. Select the printer and click on **[Show Info]**.

7. Click on **[Installable Options]**.

8. Select the options as installed on your device.

   NOTE: If you want to use the Save Job for Reprint feature, ensure Job Storage is set to **[Installed]**.

9. Click on the **[Apply Changes]** button.

10. Click on the **[Close]** button.

Printing Preferences

1.   Printing Preferences contains all the driver features, and enables you to set default settings for the driver. You may save multiple sets of settings, and select the appropriate "Preset" at the time of printing.

2.   Open a document and select **[File]**, then **[Print]**. Select the printer, then select the Preset you want to modify, or select **[Standard]**.

3.   Options are available under the following dialogs:

  •   **Copies & Pages** - Specify which pages to print, and how many copies.

  •   **Layout** - Specify sides to print, page borders, pages per sheet (N-up).

  •   **Output Options** - Save as PDF or PostScript file.

  •   **Scheduler** - Print now, hold, or specify a time to print.

  •   **Paper Handling** - Print all pages, only odd pages, or only even pages. Reverse the page order.

  •   **Color Sync** - Specify colour conversion and quartz filters.

  •   **Cover Page** - Printed before or after the job, or no Cover Page.

  •   **Error Handling** - Standard or detailed report.

  •   **Paper Feed** - Specify which trays are used for which pages.

  •   **Accounting** - If you have an Accounting feature such as Xerox Standard Accounting or Network Accounting installed, you can enable Accounting in the driver. For further information refer to the relevant Accounting feature in the System Administration CD1.

  •   **Xerox Features** - Job type (e.g. saved job or fax), 2 sided, output destination.

4.   A summary of settings is shown under Summary. When you have set the options you require, select **[File]** and **[Save As]**, and enter a name for the Preset.

5.   You may save multiple Presets with differing combinations of settings.

6.   For detailed information on the printer driver options please refer to the CentreWare Printer Drivers Guide for Macintosh located on the CentreWare Print and Fax Drivers CD delivered with your device.

UNIX

Unix printer drivers are located on the CentreWare Print and Fax Drivers CD delivered with your device. Refer to the documentation contained on the CD for further instructions.

Print Driver Options: Enable/Disable the Banner Sheet

From the Print Driver

1. From the **[Start]** menu, for:
   - Windows 2000/2003 - click on **[Settings]** then **[Printers]**.
   - Windows XP - click on **[Printers and Faxes]**.
     If you cannot see this option in the **[Start]** menu, then click on **[Start]**, followed by **[Control Panel]** first.
   - Windows Vista **-** click on **[Control Panel]** then **[Printers]**.
2. Right-click on the required printer icon.
3. Click on the **[Printing Preferences]** button.
4. Click on the **[Advanced]** tab.
5. Click on **[+]** symbol next to the **[Paper/Output]** category to view the options.
6. Next to the Banner Sheet option, use the drop-down arrow to select **[Enabled]** or **[Disabled]**.
7. Click on **[Apply]**.

From the Machine

1. Press the **<Log In/Out>** button on the machine to enter the Tools Pathway.
2. Enter the Administrator's *Password*. The default is **1111**.
3. Touch **[Enter]**.
4. Press the **<Machine Status>** button.
5. Touch **[Tools]**.
6. Touch **[User Interface]**.
7. Touch **[Job Sheets]**.
8. Touch **[Banner Sheets]**.
9. Touch **[Enabled]** or **[Disabled]**.
10. Touch **[Save]**.
11. Press the **<Log In/Out>** button.
12. Touch **[Confirm]** to exit the Tools Pathway.

5 NETWORK SCANNING

This chapter explains how to install and setup the Network Scanning service.

Network Scanning enables Users to convert their hard copy documents to electronic files and retrieve them from a Server or Workstation on the network.

For information on how to use the Network Scanning features, refer to the **User Guide** delivered with your machine.

This is the procedure to follow to install this service:

1. *Overview* on *page 59*
2. *Information Checklist* on *page 59*
3. *Enable the Feature from the Machine* on *page 60*
4. *Configure a Repository* on *page 60*
5. *File Destinations Setup* on *page 65*
6. *Configure Custom Filenaming* on *page 66*
7. *Optional Step: Configure General Settings* on *page 67*
8. *Optional Step: Configure the Default Template* on *page 68*
9. *Optional Step: Create a New Template* on *page 71*
10. *Further Information* on *page 71*

Overview

The User scans a document at the machine and it is stored on a File Server or Workstation on the network, called the **Scan Repository**. The User can manually retrieve their image from the Scan Repository or an application can be used to retrieve the scanned documents automatically. The instructions on the following pages describe how to setup Network Scanning via Internet Services.

Information Checklist

Before starting the Installation procedure, please ensure that the following items are available and/or the tasks have been performed:

1. Ensure that the **machine is fully functioning on the network**.
2. **TCP/IP and HTTP protocols must be enabled** on the machine so that the machine's web browser can be accessed.

Enable the Feature from the Machine

1. Press the **<Log In/Out>** button on the machine to enter the Tools Pathway.
2. Enter the Administrator's *Password*. The default is **1111**.
3. Touch **[Enter]**.
4. Press the **<Machine Status>** button.
5. Touch **[Tools]**.
6. Touch **[User Interface]**.
7. Touch **[Service Enablements]**.
8. Touch **[Network Scanning]**.
9. Touch **[Enable]**.
10. Press the **<Log In/Out>** button.
11. Touch **[Confirm]** to exit the Tools Pathway.

Configure a Repository

Network Scanning with the machine is accomplished through the use of a Network Scanning repository. The repository is a folder on a Server or Workstation, which the machine can access. When a User scans a document, the machine puts the image into the repository. To configure Network Scanning you must tell the machine the path to the repository.

The machine can use 4 different ways to transfer a scanned image to the repository:

1. **FTP (File Transfer Protocol)** - see *File Transfer Protocol (FTP) on page 60*.

   This is used to scan to a computer that is configured with FTP services.

2. **SMB (Server Message Block)** - see *Server Message Block (SMB) on page 62*.

   This is used to scan to a computer that supports the SMB protocol.

3. **HTTP (Hyper Text Transport Protocol)** - see *HTTP/HTTPS on page 63*.

   This is used to scan to a Web Server.

4. **HTTPS (Hyper Text Transport Protocol over Secure Socket Layer)** - see *HTTP/HTTPS on page 63*.

   This is used to scan to a Secure Web Server.

File Transfer Protocol (FTP)

Information Checklist

1. **Ensure that File Transfer Protocol (FTP) services are running** on the Server or Workstation where images scanned by the machine will be stored.

Write down the IP Address or Host Name.

2. **Create a folder within the FTP root**. This is the *Scan Repository*.

   Write down the Directory Path Structure.

3. **Create a User account and password** which has read and write access to the folder within the FTP root.

   Write down the User Account and Password details.

4. **Test the FTP connection** by logging into the Scan Repository directory from a PC with the User account and password:

   a) Create a new folder within the directory

   b) Delete the folder.

Procedure

1. At your Workstation, open the web browser, enter the *TCP/IP Address* of the machine in the Address bar.

2. Press **[Enter]**.

3. Click on the **[Properties]** tab.

4. Click on the **[Services]** link.

5. Click on the **[Network Scanning]** link.

6. Click on the **[File Repository Setup]** link.

7. Click on the **[Add]** button in the **[Default File Destination]** area.

   NOTE: If the Default File Destination has previously been configured, click on **[Edit]**.

8. **Optional Step:**

   Enter a name to describe the **Filing Destination** in the **[Friendly Name]** entry box.

9. Select **[FTP]** from the **[Protocol]** drop-down menu.

10. Click on either **[IP Address]** or **[Host Name]**, enter the *IP Address* or *Host Name* of the FTP location.

11. Enter the *FTP Port Number*. (Default is 21).

    NOTE: It is recommended that the default port setting is used.

12. Enter the *Path* to the location of the Scan folder in **[Document Path]**.

    Enter the full path to the directory, starting at the root of FTP services.
    For example: **/(directory name)/(directory name)**.

13. Enter the *User Account* and *Password* in the **[Login Name]** and **[Password]** entry boxes.

    NOTE: The supplied Username must have permission to access the **Scan folder**.

14. Enter the *Password* again in the **[Retype password]** entry box.

15. Select the **[Select to save new password]** checkbox.

16. Click on the **[Apply]** button to accept the changes.
If prompted, enter the Administrator's *User ID* **[admin]** and *Password* **[1111]**, and click on **[Login]**.

17. Continue to *Optional Step: Configure General Settings – page 67*.

Server Message Block (SMB)

Information Checklist

Before starting the Installation procedure, please ensure that the following items are available and/or the tasks have been performed:

1. **Create a shared folder** to be used as a Network Scanning location (Repository) for scanned documents.

   Write down the Share Name of the folder and the Computer Name.

2. **Create a User account and password** for the machine with full access rights to the scan directory.

   Write down the User Account and Password details.

3. **Test your settings** by logging in to the scan directory from a PC with the User account and password:

   a) Create a new folder within the directory.

   b) Delete the folder.

   NOTE: If you cannot do the steps above, check the access rights for the User account.

Procedure

1. At your Workstation, open the web browser, enter the *TCP/IP Address* of the machine in the Address bar.

2. Press **[Enter]**.

3. Click on the **[Properties]** tab.

4. Click on the **[Services]** link.

5. Click on the **[Network Scanning]** link.

6. Click on the **[File Repository Setup]** link.

7. Click on the **[Add]** button in the **[Default File Destination]** area.

   NOTE: If the Default File Destination has previously been configured, click on **[Edit]**.

8. **Optional Step:** Enter a name to describe the *Filing Destination* in the **[Friendly Name]** entry box.

9. Select **[SMB]** from the **[Protocol]** drop-down menu.

10. Click on **[IP Address]** or **[Host Name]**, enter either the *IP Address* or *Host Name* of the computer where the Scan Filing Repository (SMB Server / Workstation) is located.

11. Enter the *Port Number*, if required (Default is 139).

NOTE: It is recommended that the default port setting is used.

12. Enter the name of the **[Share]**.

13. Enter the path from the Share to your specific folder in the **[Document Path]** entry box.

    For example, if the path is *sharename/wc/scans*, enter **/wc/scans** in the **[Document Path]** entry box.

14. Enter the *Login Name* and *Password* in the **[Login Name]** and **[Password]** boxes.

    NOTE: The supplied Username must have permission to access the Scan folder.

15. Enter the *Password* again in the **[Retype password]** entry box.

16. Select the **[Select to save new password]** checkbox.

17. Click on the **[Apply]** button to accept the changes.
    If prompted, enter the Administrator's *User ID* **[admin]** and *Password* **[1111]**, and click on **[Login]**.

18. Continue to *Optional Step: Configure General Settings – page 67*.

HTTP/HTTPS

Information Checklist

Before starting the Installation procedure, please ensure that the following items are available and/or the tasks have been performed:

1. **Ensure that web services and a web service (such as Apache) are running on the server:**

    a) The machine will send POST requests and scanned data to the Server for processing by a CGI script.

    NOTE: HTTP and HTTPS protocol both require server-side scripts to allow files to be transferred to your HTTP server from your machine.
    CGI (Common Gateway Interface) script. A program that is run on a web server, in response to input from a browser. The CGI script is the link between the server and a program running on the system, i.e a database.

    b) **Write down the IP Address or Host Name of the Server.**

2. Download a sample script:

    a) At your Workstation, open the web browser, enter the *TCP/IP Address* of the machine in the Address bar.

    b) Press **[Enter]**.

    c) Click on the **[Properties]** tab.

    d) Click on the **[Services]** link.

    e) Click on the **[Network Scanning]** link.

    f) Click on the **[File Repository Setup]** link.

g) Click on the **[Add]** button in the **[Default File Destination]** area.

NOTE: If the Default File Destination has previously been configured, click on **[Edit]**.

h) Select **[HTTP]** or **[HTTPS]** from the **[Protocol]** drop-down menu.

i) Click on the **[Get Example Scripts]** link under *Script Path and Filename:* to download an example script in **PHP**, **ASP** or **Perl** language:

j) Select an appropriate *Script Language* file which is supported by your HTTP Scan Repository server.

k) Right click on the required script and select **[Save Target As...]** to save the file to your HTTP Scan Repository server.

l) Save the **[.zip]** or **[.gz]** file to a location on the desktop and extract it.

m) Extract the downloaded file to the root of the **[Web Services]** home directory. **Write down the path and filename as you will need it later.**

3. **Create a login account for the Xerox machine on the Web Server:**

a) Create a home directory for the machine

b) Add a **[bin]** directory to the home directory

c) Place an executable script in the **[bin]** directory.

d) **Write down the complete path to the executable script.**

When a document is scanned, the machine logs in using the account, sends a POST request along with the scanned file, and then logs out.

The script handles the renaming details of the file transfer.

4. **Create a directory on the Web Server to be used as a Network Scanning location (repository):**

a) Set the appropriate read/write and directory browsing permissions

b) **Write down the Directory path.**

5. **Test the connection:**

a) Log in to the machine's directory on the Web Server.

b) Send a POST request and file to the Web Server.

c) Check to see if the file was received at the repository.

6. The script can be defined with script_name.extension or by **path/script_name.extension**.

Procedure

1. At your Workstation, open the web browser, enter the *TCP/IP Address* of the machine in the Address bar.

2. Press **[Enter]**.

3. Click on the **[Properties]** tab.

4. Click on the **[Services]** link.

5. Click on the **[Network Scanning]** link.

6. Click on the **[File Repository Setup]** link.

7. Click on the **[Add]** button in the **[Default File Destination]** area.

   NOTE: If the Default File Destination has previously been configured, click on **[Edit]**.

8. **Optional Step:**

   Enter a name to describe the *File Destination* in the **[Friendly Name]** entry box.

9. Select **[HTTP]** or **[HTTPS]** from the **[Protocol]** drop-down menu.

10. Click on **[IP Address]** or **[Host Name]** and enter either the *IP Address* or the Host Name of the Web Server.

    NOTE: The default Port Number is 80 for HTTP and 443 for HTTPS.

11. In the **[Script path and filename]** entry box, enter the path to the script, starting at the root.

12. Enter the path to your specific folder in the **[Document Path]** entry box.

    For example, enter **/wc/scans** in the **[Document Path]** entry box.

13. Enter the *User Account* and *Password* in the **[Login Name]** and **[Password]** boxes

    NOTE: The supplied Username must have permission to access the Scan folder.

14. Enter the *Password* again in the **[Retype password]** entry box.

15. Select the **[Select to save new password]** checkbox.

16. Click on the **[Apply]** button to accept the changes.
    If prompted, enter the Administrator's *User ID* **[admin]** and *Password* **[1111]**, and click on **[Login]**.

17. Continue to *Optional Step: Configure General Settings* on *page 67*.

File Destinations Setup

You can setup one Default filing destination and up to 3 possible Alternate filing destinations in the **[File Repository Setup]** screen:

- This feature can be used to add alternate Network Scanning locations, which can then be selected when a template is created from the machine's web pages.

- If you have only setup 1 filing destination, go to the next section.

To Add a File Destination:

1) Click on the **[File Repository Setup]** link.

2) Click on the **[Add]** button within the **[Alternate File Destinations]** section.

3) **Optional Step:**
   Enter a name to describe the *Filing Destination* in the **[Friendly Name]** entry box.

4) Click on the **[Protocol]** that the Server will use for storing scanned images from the machine.

5) Enter the *Server Location* details where scanned images from the machine will be stored.

6) Click on the **[Apply]** button to accept the changes.

The alternate Network Scanning destination will now appear in the **[Alternate File Destinations]** list. When you create a new template or edit the default template, you will have the option to add the new destination just created.

Once you have setup a new destination, you can add it to your Default Template by clicking **[Add]** in the **[File]** section.

Configure Custom Filenaming

1. At your Workstation, open the web browser, enter the *TCP/IP Address* of the machine in the Address bar.

2. Press **[Enter]**.

3. Click on the **[Properties]** tab.

4. Click on the **[Services]** link.

5. Click on the **[Network Scanning]** link.

6. Click on the **[Custom Filenaming]** link.

7. To allow users to modify the file name at the machine, select the **[Allow users to change the file name]** checkbox.

Auto

Using this option, you can create a standard name for network scanning jobs. This data becomes the default document name for the Default Template and any new templates created via CentreWare Internet Services.

If the **[Name]** field is empty, then the value set in the Default Template will be used as the default document name.

Advanced

Using this option, you can enter more specific data formats and types, such as:

- Date
- Day of Month
- Month
- Year
- Time (24 hour)

- Hour

- Minute

- Second

- Device Serial Number

- User ID

- Job ID

The conditions for the **[Auto]** option also apply to this option.

Custom Naming

Using this option, you can select standard data formats, such as:

- Date

- Time

- Job ID

- User ID

Alternatively, you can create your own custom text.

The data formats and text you wish to display will appear in the **[Position]** list, where the values become the default document name for the Default Template and any new templates created via CentreWare Internet Services.

If the **[Position]** list is empty, the value set in the Default Template will be used as the default document name.

Optional Step: Configure General Settings

1. At your Workstation, open the web browser, enter the *IP Address* of the machine in the Address bar.
2. Press **[Enter]**.
3. Click on the **[Properties]** tab.
4. Click on the **[Services]** link.
5. Click on the **[Network Scanning]** link.
6. Click on the **[General]** link.

Confirmation Sheet

> **NOTE:** The Confirmation Sheet specifies the success or failure of the Network Scanning job.

7. Select one of the following options from the **[Confirmation Sheet]** drop-down menu:

    a) **On** - Prints a Confirmation Sheet after every Network Scanning job

    b) **Errors only** - Prints a Confirmation Sheet only when the job is unsuccessful.

c) **Off** - Turns off the Confirmation Sheet printing function.

Distribution Templates

8. Users can create Scan Templates with specific Network Scanning settings and destinations.
   If you want the machine to automatically update templates stored in the Template Pool (a repository on the network), then enter the required time for the update in the **[Refresh Start Time]** area.

9. To update the Template Pool List manually, click on the **[Refresh Template List Now]** button.

   NOTE: The Refresh Template List capability only applies to templates stored in a Template Pool. Templates stored on the device are updated automatically.

Job Log

10. Click on the **[Username]** and **[Domain]** / **[Tree]** / **[Realm]** boxes if you want these to appear in the Job Log when Users log in to the machine when Network Authentication is enabled.

11. Click on **[Apply]**.

Optional Step: Configure the Default Template

The Default Template is created when you install Network Scanning. The Default Template consists of scan settings and at least one filing location. Once the Default Template has been configured all subsequent templates that are created using Internet Services will inherit the settings. If required the User can change the settings within any new templates created. Before the Default Template can be used, at least one filing location must be setup. The Default Template cannot be deleted.

Setting up the Default Template

1. At your Workstation, open the web browser, enter the *TCP/IP Address* of the machine in the Address bar

2. Press **[Enter]**.

3. Click on the **[Properties]** tab.

4. Click on the **[Services]** link.

5. Click on the **[Network Scanning]** link.

6. Click on the **[Default Template]** link.

Destination Services

7. If you have the Server Fax feature installed, then you will see 2 options:

   - File
   - Fax

8. Ensure that **[File]** is selected. Fax is reviewed later in this section.

Fax Destinations

If Server Fax is installed on your machine, you will be able to scan a document and automatically have it sent to a fax number. You will see **[Fax]** as a filing destination service. These instructions describe how to add fax numbers to your Default Scan Template.

NOTE: A Server Fax Repository must be setup prior to completing these steps. *See Chapter 9, Configure a Server Fax Repository on page 94.*

1. Click on the **[Fax]** checkbox.

2. Click on the **[Add]** button in the **Fax Destinations** area to add a new fax destination.

3. Enter the required fax number in the **[Add Fax Number]** box within the **Fax Recipients** area.

4. Click on the **[Add]** button.

   NOTE: You can continue adding new fax numbers to build a Fax Distribution List.

5. Click on **[Delayed Send]** in the **Delivery** area if you want to send the fax at a specific time.

6. Enter the time that you want the fax to be sent in the **Time** area.

7. Click on the **[Apply]** button to accept the changes.
   If prompted, enter the Administrator's *User ID* **[admin]** and *Password* **[1111]**, and click on **[Login]**.

Document Management Fields (Optional)

This area enables you to add document management fields to the Default Template. This information is filed with your scanned documents in the Job Log. Third party applications can be used to search, file and distribute jobs based on their Job Log information.

1. Click on the **[Add]** button to add a new field.

2. Enter the information that you want to appear in the **Document Management Fields**:

   a) **Field Name (Required)**
   The field name is not shown at the machine, but is used by third-party software to access the Document Management information.
   You must enter a name for the field name.
   Enter a field name up to 128 characters in length.

   b) **User Editable**
   Document Management Fields can be setup so that the User may edit the value for the field at the machine.
   Choose one of the following:

   - **[Editable]** if the User is allowed to modify the field value.

   - **[Not Editable]** to hide the Document Management Field. The Default Value will be used instead.

- **Field Label (Required)**
  The field label is only required if the **Editable** option is selected.

  Enter text to describe the name of the field.
  The name should identify the purpose of this field to the User, for example: Enter Invoice Number.

- **Default Value**
  The default value is the information that is specified for the field if the User selected the **[Not Editable]**.
  NOTE: This value must be specified if the **[Not Editable]** option is selected.

  In the example above, where the Field Label is set to "Enter Invoice Number", the default value might be set to "000000".
  Users can update this information at the machine when they scan their documents.
  The default value may be left blank.
  If you selected the **Require User Input** option, you must leave the default value blank.

c) **Require User Input**
   Select **[Editable]** in the **Field Name** area to see the **[Require User Input]** checkbox.

   Click on the **[Require User Input]** checkbox if you require the User to enter information for this field when they scan their documents.

   - **Mask User Input (****)**
     If you do not want information typed by the User to display at the machine, then click on this option.

   - **Record User Input to Job Log**
     IMPORTANT: You should consider any data security issues before you check this box.

     If you select this option, then the information that the User has entered at the machine that is masked will be written to the Job Log.

   - **Validation**
     NOTE: This checkbox is only visible if there is a Validation Server configured for the machine.

     It is possible to enter the address of a server that will validate the metadata information that has been entered by the user before the machine scans their document. If you want the machine to verify the data, select the **[Validate Data Before Scanning]** checkbox. See *Validation Servers* on for more information.

3. Click on the **[Apply]** button to accept the changes.

Scan Options

You can configure a variety of settings for your scanned images, including:

- Image Settings.
- Confirmation Report.
- Job Log.

To change the settings:

1. Click on **[Edit]**.
2. Select the required settings.
3. Click on the **[Apply]** button to accept the changes.
   If prompted, enter the Administrator's *User ID* **[admin]** and *Password* **[1111]**, and click on **[Login]**.

Optional Step: Create a New Template

IMPORTANT: The Default File Repository must be configured before templates can be created. See *File Destinations Setup* on *page 65*.

1. Within CentreWare Internet Services, click on the **[Scan]** tab.
2. Enter a *Template Name* in the **New Distribution Template: General Information** area.
3. Enter a *Description* and *Owner* if required.

   NOTE: Spaces are not allowed.

4. Click on the **[Add]** button to create the new template.
5. The template will appear in the Templates list on the left-hand side.
6. Select the required settings for your new template.

   For further information refer to *Optional Step: Configure the Default Template – page 68*.

Further Information

Validation Servers

The Validation Servers link within Internet Services enables you to configure a Validation Server that will verify metadata.

NOTE: Metadata is additional information that can be entered when a User scans their documents at the machine, for example Invoice number or Client name. The Administrator creates metadata entries when they configure Document Management Fields within a Network Scanning template.

The Validation Server feature provides a way to reduce inconsistencies or inaccuracies in the data entered by a User.

When the User enters metadata and presses the **<Start>** button, the machine will send the metadata to the Validation Server. The Validation Server checks the data against the criteria that have been set up on the Validation Server. The Validation Server either accepts the data as valid, or returns an error message which is displayed on the machine.

If the Validation Server returns a successful validation response, then the job will proceed. If the metadata in the template or the metadata entered at the local UI is invalid, then the job will be cancelled and will not be transferred to the network.

Information Checklist

Before starting the Installation procedure, please ensure that the following items are available and/or the tasks have been performed:

1. Ensure that the **Machine is fully functioning on the network using TCP/IP and HTTP.**

2. Ensure that the **Validation Server or Application is installed** on your network.

3. Ensure that **Network Scanning is configured** on your machine.

4. To communicate with the **Validation Server via HTTPS**, **SSL must be enabled** on the machine.

Procedure

1. At your Workstation, open the web browser, enter the *TCP/IP Address* of the machine in the Address bar.

2. Press **[Enter]**.

3. Click on the **[Properties]** tab.

4. Click on the **[Services]** button.

5. Click on the **[Network Scanning]** link.

6. Click on the **[Validation Servers]** link.

7. Click on the **[Add]** button.

8. Select **[Protocol]** from the menu.

9. Select **[HTTP]** or **[HTTPS]** from the **[Protocol]** drop-down menu.

10. Click on **[IP Address]** or **[Host Name]** and enter either the *IP Address* or the Host Name of the Web Server.

    NOTE: The default Port Number is 80 for HTTP and 443 for HTTPS.

11. Enter the *Path* to the Validation Server.

12. Enter the *Response Timeout* in seconds. This determines when the server will time out.

13. Click on the **[Apply]** button to accept the changes.
    If prompted, enter the Administrator's *User ID* **[admin]** and *Password* **[1111]**, and click on **[Login]**.

Setup the Template Pool Location

The Internet Services Template Pool Setup page allows you to specify a location on your network where your scan templates are stored, known as the Template Pool. Templates stored in the Template Pool can be accessed by more than one machine.

Procedure

NOTE: If you have used a scanning application, such as FreeFlow SMARTsend™, to configure Network Scanning, the location of the Template Pool will be automatically configured.

1. At your Workstation, open the web browser, enter the *TCP/IP Address* of the machine in the Address bar.
2. Press **[Enter]**.
3. Click on the **[Properties]** tab.
4. Click on the **[Services]** link.
5. Click on the **[Network Scanning]** link.
6. Click on the **[Advanced]** link.
7. Click on **[Template Pool Setup]**.
8. Select a protocol from the **[Protocol]** drop-down menu.
9. Click on **[IP Address]** or **[Host Name]** and enter either the *IP Address* or the *Host Name* of the Template Pool Repository.

    NOTE: The default Port Numbers are 21 for FTP, 139 for SMB, 80 for HTTP and 443 for HTTPS. It is recommended that this default is used.

10. Enter the *Path* to the **Template Pool Folder**.
11. Enter the *Login Name* and *Password* the machine will use to access the template pool folder.
12. Click on the **[Apply]** button to accept the changes.
    If prompted, enter the Administrator's *User ID* **[admin]** and *Password* **[1111]**, and click on **[Login]**.

Scan Template Management

Scan Template Management refers to third-party applications that can be used to create and manage scan templates for use with the Network Scanning feature.

The Scan Template Management link within Internet Services allows Xerox Partners to enable the Template Management Application Program Interface (API).

The Template Management API allows a Xerox Partner with their own template creation or management application to add, delete or modify templates stored locally on the Xerox machine, via their template management application.

Any templates created by the Template Management application are stored on the Xerox machine.

The Template Management API is designed to be used by Xerox Partners.

For further information on Xerox Partners, refer to www.xerox.com.

NOTE: The Template Management Application Program Interface (API) must be enabled in order for the WIA and TWAIN Scan drivers to be used.

6 STORE FILES

This chapter explains how to setup the optional Store Files feature, which allows users to store documents into folders on the machine's internal drive or a USB flash drive.

This is the procedure to follow to install and setup this feature:

1. *Overview* on *page 75*
2. *Information Checklist* on *page 75*
3. *Use the Feature* on *page 75*
4. *Further Information* on *page 78*

Overview

Jobs can be saved on the machine in the following ways:

*   Using the Xerox WorkCentre 4260 printer driver.

*   Using the Copy Service on the machine.

NOTE: For instructions on how to use the Store Files feature, refer to the **User Guide** delivered with your machine.

Stored jobs can only be printed from Print Files service.

Information Checklist

Before starting the Installation procedure, please ensure that the following items are available and/or the tasks have been performed:

1. Ensure that the machine is fully functioning in its existing configuration.
2. **Optional** - To save jobs from your printer driver, the machine must be configured over the network and the Xerox WorkCentre 4260 printer driver must be installed on your Workstation.

Use the Feature

You can either save a job at the machine or from your print driver.

Copy Jobs to the machine

The Copy service allows the user to:

- Copy a job to the machine.
- Save a job to the machine.
- Copy and save a job to the machine.

Refer to 'Store File' chapter 7 of the User Guide for instructions.

Store files to the Internal Drive using your Print Driver

1. From your Workstation, open a document.
2. Select **[File]** and then **[Print]**.
3. Select the printer icon for your Xerox 4260 model.
4. Click on the **[Properties]** or **[Preferences]** button.
5. Click on the **[Job Type]** drop-down menu and select the **[Saved Job...]** option.
6. Select one of the following options:
   a) **[Save]** - save your job into a folder to be printed later.
   b) **[Save and Print]** - save your job into a folder and print of copy of it now.
7. Enter a name for your job in the **[Job Name]** menu.

   NOTE: If you want the job name to be the name of the document, click the **[V]** button to open the drop-down menu and select **[Use Document Name]**.

8. Click on **[OK]**.

Store files to a USB flash drive directly

You can:

- Save a file to the USB flash drive only.
- Copy and save a job to the USB flash drive.

NOTE: Ensure that a USB flash drive is plugged into the USB port at the front of the machine.

1. Press the **<Services Home>** button on the Control Panel.
2. Touch the **[Store to USB]** button on the **USB Options** screen.
3. The root directory on the USB is displayed.
4. Touch the required folder where you want your scan to be saved.
5. Touch **[OK]**.
6. Change the **[File Name...]** if required. Use the onscreen touch pad to enter the new file name.

   NOTE: If file name matches another file in the selected folder, the system will automatically append information to the file name to prevent having two files with the same name or overwriting the existing file.

7. Touch the **[File Format...]** button to change the format. There are 3 formats to choose from:

   a) TIFF (1 File per Page)

   b) Multi-Page TIFF

   c) JPEG (1 File per Page)

8. You can change the **[Output Color]**, **[2-sided Scanning]**, **[Original Type]** and **[Resolution]** settings as required. Refer to 'Store File' chapter 7 of the User Guide for instructions.

9. When you are finished making changes, press the green **<Start>** button to scan your document.

Refer to 'Print Files' chapter 8 of the User Guide for instructions on how to retrieve and print files from the USB flash drive.

Print Files

Print file from the machine (stored on the Internal drive)

This service allows the user to print a job stored on the machine.

1. Press the **<Services Home>** button on the Control Panel.

2. Touch the **[Print Files]** button.

3. Ensure that the **[Internal Drive]** option is selected on the left.

4. Touch the file that you wish to print. A pop-up menu will appear.

5. Touch **[Add]**. A tick will appear next to the file name.

6. Continue to select and add the files you want to print.

7. Touch **[Done]** when you are finished adding your file(s).

8. Select the **[Job Quantity]** (number of copies) required if necessary.

9. Press the green **<Start>** button to print your job.

Print file from the machine (stored on a USB flash drive)

NOTE: Only files and jobs which can be printed on the machine are displayed within the "Browse" window. The following file formats can be printed: .TIFF, .TIF, .PDF, .JPG, .JPEG, .TXT, .PRN, .PS, .PCL and .TFX.

NOTE: Microsoft office documents with the following extensions cannot be printed: .doc, .xls and .ppt.

1. Press the **<Services Home>** button on the Control Panel.

2. Touch the **[Print files]** button.

3. Ensure that the **[USB Drive]** option on the right is selected.

4. Touch the folder or file that you wish to print. If you have touched a folder, it will open to allow you to select your file(s) to print.

5.   When you select a file, a pop-up menu will appear.

6.   Touch **[Add]**. A tick will appear next to the file name.

7.   Continue to select and add the files you want to print.

8.   Touch **[Done]** when you are finished adding your file(s).

9.   Press the green **<Start>** button to print your scans, images or documents.

    NOTE: DO NOT remove the USB flash drive until the print job has finished, the **Progress of Your Job** screen will display until it is finished.

Further Information

Accounting

When Accounting is enabled on the machine any job that is re-printed is counted as a 'Print job' type for accounting purposes.

Use Image Overwrite to overwrite folder information

When jobs are stored in Store Files folders some residual image data from the jobs are left on the machine image disk. The On Demand Image Overwrite feature can be used to remove residual image data from the machine and protect against unauthorized retrieval of this information. *See Chapter 15, Image Overwrite Security on page 140.*

7 E-MAIL

This chapter explains how to set up the E-mail feature of the machine, which enables Users to scan paper documents into an electronic format and send those documents to one or more e-mail recipients.

This is the procedure to follow to install and setup this feature:

1. *Overview* on *page 79*
2. *Information Checklist* on *page 80*
3. *Enable E-mail from the Machine* on *page 80*
4. *Configure SMTP* on *page 80*
5. *Configure the Feature* on *page 81*
6. *Optional Step: Setup Address Books* on *page 84*

Overview

The E-mail feature enables a User to scan paper documents into an electronic format and send those documents to one or more e-mail recipients.

Authetication (Service Access Control) can be enabled on the machine to prevent unauthorised access to the network options. If Authentication is enabled a user will be prompted to enter user account details, before they can access the E-mail feature. Authentication prevents a user from sending an anonymous e-mail from the device.

E-mail Addressing

Recipient addresses can be added using any one of the three methods listed below:

1. Enter a recipient address manually at the email keyboard screen. i.e. *name@company.com*.

2. Lookup a recipient address using LDAP (Lightweight Directory Access Protocol), and/or perform a lookup using the Local Address book. LDAP provides access to the global, or corporate address book. *See LDAP Configuration and Address Books on page 85*.

3. Enter a recipient using the **.com** key (Smart Key). The Smart Key can be programmed to enter full e-mail address i.e. *name@company.com*, or the Smart Key can be programmed to append a domain address, i.e. *@company.com*. The end user can then enter part of an e-mail address and hit the **.com** key to append the domain address to his entry. See steps in *General* on *page 81* to setup the Smart Key.

Information Checklist

Before starting the Installation procedure, please ensure that the following items are available and/or the tasks have been performed:

1. Ensure that the machine is fully functioning on the network prior to enabling E-mail.
2. TCP/IP and HTTP protocols must be enabled on the machine so that the machine web browser can be accessed. Ensure that the DNS settings are configured correctly.
3. Obtain the address of a functional SMTP (Simple Mail Transfer Protocol) mail server that accepts inbound mail traffic
4. Create an e-mail account which the machine will use as the default "From" address
5. Test the e-mail account by sending an e-mail to the machine's account. This task should be completed at a mail client on your network that supports SMTP and POP3 (Post Office Protocol 3).

Enable E-mail from the Machine

1. Press the **<Log In/Out>** button on the machine to enter the Tools Pathway.
2. Enter the Administrator's *Password*. The default is **1111**.
3. Touch **[Enter]**.
4. Press the **<Machine Status>** button.
5. Touch **[Tools]**.
6. Touch **[User Interface]**.
7. Touch **[Service Enablements]**.
8. Touch **[E-mail]**.
9. Touch **[Enable]**.
10. Touch **[Save]**.
11. Press the **<Log In/Out>** button.
12. Touch **[Confirm]** to exit the Tools Pathway.

Configure SMTP

1. At your workstation, open the web browser, enter the *TCP/IP Address* of the machine in the Address bar.
2. Press **[Enter]**.
3. Click on the **[Properties]** tab.
4. Click on the **[Connectivity]** link.
5. Click on the **[Protocols]** link.

6. Click on the **[SMTP Server]** link.

7. Select either *IP Address* or *Host Name* and enter the **[Host Name]** or the **[IP Address]** and **[Port Number]** (1-65535) of the SMTP Server. The default Port is 25.

8. Select the **[Server Requires SMTP Authentication]** box if your mail server requires the machine to log in.

9. Enter the **[Login Name]** and **[Password]** required for the machine to authenticate at the mail server.

10. A secure e-mail connection can be enabled on the machine. Select the **[Secure Email Connection with SSL/TLS]** option.

11. In the **Options** area, from the **[Maximum Message Size (Message and Attachment)]** drop down menu, select a value between 1MB - 10MB.

    NOTE: Larger scans will be sent as multiple email message, divided at page breaks.

12. Click on **[Apply]** to accept the changes.
    If prompted, enter the Administrator's *User ID* **[admin]** and *Password* **[1111]**, and click on **[Login]**.

Configure the Feature

1. In the **[Properties]** menu, scroll down until you can see Services. Click on the **[Services]** link.

2. Click on **[E-mail Settings]**.

3. Click on **[Defaults]**.

    The **[Defaults]** screen allows you to edit E-mail configuration options such as:

    *   General
    *   Scan to E-mail
    *   Advanced Settings
    *   Layout Adjustment
    *   Filing Options
    *   Image Settings

General

General settings include 'From' Address field options, Edit "From" Field when Authentication is not Required, To: Field Security Options, Auto Send to Self, Message Body, Signature, Confirmation Sheet, Read and Delivery Receipts to Sender, Smart Address Key #1 and #2 and Forwarding Email Address.

1. Click on **[Edit]**.

2. To change the e-mail **[From Address]**, enter a valid e-mail address.

3. **Optional Step:**

    Enter a *From Name*.

4. If LDAP is configured, select the required option next to the **[Allow Authenticated Users to Edit "From" Field when]**:

- **[Address Book (LDAP) Search Successful]** - Users can edit the 'From' field when the LDAP server finds the User's address.

- **[Address Book (LDAP) Search Failure]** - Users can edit the 'From' field when the LDAP server did not find the User's address.

- **[Address Book (LDAP) Search Not Performed]** - Users can edit the 'From' field when the LDAP server has not been accessed.

5. Select an option from the **[To: Field Security Options]** - This setting allows the device to either restrict sending e-mails to recipients who are in the address book or restrict to e-mail to the sender only, or have no restriction.
Checkbox the **[Auto Send to Self]** enable box to enable all e-mail to be sent to the sender automatically.

6. Click on **[Yes]** next to **[Edit "From:" Field when Authentication is not Required]** if Users can edit the 'From' field when authentication is not enabled on the machine.

7. Select **[Enable]** if you want to **[Allow user to edit Reply To: Field:]**.

8. If you want the User to edit the message body, select **[Enable]** next to **[Allow user to edit Message Body]**.

9. In the **[Message Body]** section, enter text that you want to appear as default in the body of e-mails sent from the machine.

10. In the **[Signature]** entry box enter text that you want to appear as the default signature in every e-mail.

11. Checkbox either or both enable box for:

- **[Read Receipt to be delivered to Sender]** - enables a read receipt to be sent to the Sender.

- **[Delivery Receipt to be delivered to Sender]** - enables a delivery receipt to be sent to the Sender.

12. The Smart Key area allows you to set up to six e-mail address short cuts. Select the text entry area in **[Smart Key Address #1]** and enter a partial or full e-mail address that you want to access from the machine. For example: **emailaddress@yourcompany.com**

13. If you want e-mails forwarded to another address, select **[Forward e-mails to another e-mail address]** and enter a valid e-mail address.

14. Select an option from the **[Confirmation Sheet]** drop-down menu:

- **[Off]** - This setting will not produce a Confirmation Sheet.

- **[On]** - This setting will produce a Confirmation Sheet that will provide error information and indication that the job has reached the recipient(s).

- **[On Errors Only]** - This setting will produce a Confirmation Sheet only when error information is indicated.

15. Click on the **[Apply]** button to accept the changes.
If prompted, enter the Administrator's *User ID* **[admin]** and *Password* **[1111]**, and click on **[Login]**.

Scan to E-mail

Scan to e-mail settings will set the defaults for the following: Email Subject, Output Color, 2 sided Scanning and Original type.

1. Click on **[Edit]**.

2. Enter text in the **[Subject]** box to define a default subject that will appear in e-mails sent from the machine.

3. Select the required option for **[Output Color]**.

4. Select the required scanning option for **[2-sided Scanning]**.

5. Select the option that best describes the **[Original Type]** of your e-mail documents.

6. Click on **[Apply]** to accept the changes.

7. Click on **[OK]**.

Advanced Settings

Advanced settings allows you to select options as follows:

- **Lighten/Darken** - allows you to lighten or darken the image to be scanned.
- **Background Suppression** - prevents reproduction of unwanted shading from the originals.
- **Resolution** - allows you to choose the resolution setting to be applied to the scan.
- **Quality/File Size** - allows you to choose the quality setting for the document or image to be scanned and mail.

1. Click on **[Edit]**.

2. Select the required options in the **[Advanced Settings]** area.

3. Click on **[Apply]** to accept the changes.

4. Click on **[OK]**.

Layout Adjustment

Layout Adjustment settings includes:

- **Original Size** - allows you to choose either **[Auto Detect]** which allows the machine to automatically detect the original size of the document, or **[Manual Input Size]** which requires user to input the size of the document.
- **Edge Erase** - when selected allows scanning the complete page.

1. Click on **[Edit]**.

2. Select the required options in the **[Layout Adjustment]** area.

3. Click on **[Apply]** to accept the changes.

4. Click on **[OK]**.

Filing Options

Filing options allow you to specify the default e-mail file format. There are two options:

- **Document Name** - allows user to name a document.
- **Document Format** - allows user to select the format of the document from either TIFF, mTIFF or PDF.

1. Click on **[Edit]**.
2. Select the required default file format.
3. Click on **[Apply]** to accept the changes.
4. Click on **[OK]**.

Image Settings

Image Settings allow you to create linearized PDF and interleaved XPS images for faster web viewing.

NOTE: Searchable options are only available when the Searchable File Formats service is enabled.

1. Select the **[Optimized for Fast Web Viewing]** option.
2. Click on **[Apply]** to accept changes.
3. Click on **[OK]**.

Optional Step: Setup Address Books

Follow the steps in *Chapter 8, LDAP Configuration and Address Books on page 85.*

8 LDAP CONFIGURATION AND ADDRESS BOOKS

This chapter explains how to install and setup Address Books.

The following topics are covered:

1. *Overview* on *page 85*
2. *Information Checklist* on *page 85*
3. *Create a Local Address Book* on *page 88*
4. *Create a Group Address Book* on *page 90*

Overview

The machine supports 2 types of address book:

- **Global**

  A global address book provided by LDAP services stored on a remote server.

- **Local/Public**

  An address book created from a list of addresses saved in a .CSV file (Comma Separated by Values) file format stored locally on the machine.

NOTE: When referred to Machine User Interface it is referred to as **Public**, and when referred to the CentreWare Internet Service User Interface it is referred to as **Local**.

Both address book types can be configured for use on the machine at the same time.

Once

The Internet Services LDAP page enables you to configure Lightweight Directory Access Protocol information.

LDAP is used to access the Corporate Address Book to locate e-mail addresses and other information for use with many of the services.

Information Checklist

1. Ensure your network supports LDAP services.
2. Obtain the IP Address or Host Name of your LDAP Server. The machine may also need a login name and password if the LDAP server is not configured to allow NULL names and passwords.

3. Use an LDAP client to validate your settings before inputting them into the Internet Services menus. LDAP clients include Microsoft Outlook Express, Microsoft Outlook and Lotus Notes and other e-mail clients.

4. To use host names, DNS must be configured on the machine.

LDAP Configuration

General Settings

1. At your Workstation, open the web browser, enter the *TCP/IP Address* of the machine in the Address bar.

2. Press **[Enter]**.

3. Click on the **[Properties]** tab.

4. Click on the **[Connectivity]** link.

5. Click on the **[Protocols]** link.

6. Select the **[LDAP Directory]** from the directory tree.

7. Under the **[Server Information]** area, select either **[IP Address]** or **[Host Name]**.

8. Enter the *IP Address and Port* or the *Host Name and Port* of the LDAP Server.

9. Enter details of an alternate LDAP server, if required, in the **[Backup IP Address and Port]** area.

10. Enter the required information in the **[LDAP Access]** area:

    •   **Search Directory Root** - allows you to limit the LDAP search by entering the location on the server where the LDAP information is stored.

    •   **Login Credentials to Access LDAP Server** - Select either **[System]** or **[Authenticated User]** to access the LDAP server.

11. In the **[LDAP Bind]** area, for **[Bind Method]** select either to make an **[Anonymous]** bind or a **[Simple]** bind.
    An **[Anonymous]** bind does not require a valid Login and Password to access the LDAP directories to perform lookups.
    A **[Simple]** bind requires a valid Login and Password to access the LDAP directories to perform lookups.

12. Enter details in the **[Login Name]** and **[Password]** box.

    •   Checkmark the **[Select to save new password]** box.

    •   Checkmark the **[Append base DN]** enable box. When enabled the bind will append the **Root to Append** string to the bind.

    NOTE: Many Unix/Linux LDAP servers require this attribute to be set and is used frequently when **Login Credentials to Access LDAP Server** is set to **[Authenticated User]**.

13. Click on the **[Secure LDAP via SSL]** checkbox if you want to enable Secure LDAP.

14. Enter and select information, as required in the **[Search Criteria]** section.

- **[Search Name Order]** offers 3 ways to search the address list depending on the name syntax used in your environment:

    - **[Common Name]** - Names are listed by First Name then Last Name.
    - **[Email Address]** - Names are listed by E-mail address.
    - **[Surname and Given Name]** - Names are listed by Surname then Given Name.

    NOTE: **[Surname and Given Name]** is the default.

    The **[Search Name Order]** option will help control the returns by allowing the LDAP query to be on Common Name or Surname. Lotus Domino will typically require a setting of Surname to allow returns of "lastname, firstname".

- **Maximum Number of Search Results (between 0, 5-100)** - this is the maximum number of addresses that will appear which match the search criteria selected by the user. Set the search results to one less than the server will allow. For example, if the LDAP server limit is 75, set the search results to 74 or less. A zero value will attempt to return all searches.

- **Search Timeout** - there are two options. You can let the server use its timeout limit by selecting the **[Wait LDAP Server Limit]**, or specify how many seconds the search should last (between 5 and 100). If the search takes longer than the time specified in the **[Wait... seconds]** box the user will be notified that the search failed.

- **LDAP Referrals**: if the primary LDAP server is connected to additional servers, select LDAP referrals to have the search include those servers.

15. Click on the **[Apply]** button to accept the changes.
    If prompted, enter the Administrator's *User ID* **[admin]** and *Password* **[1111]**, and click on **[Login]**.

Verify the LDAP Settings

1. Touch the **[E-mail]** button on Services Home screen.

    NOTE: It may be necessary to press the **<Services Home>** button first.

2. Touch the **[New Recipients:]** button.

3. Enter a name which corresponds with an entry in your company's e-mail address list, using the keyboard touch screen, for example: *lastname, firstname*.

4. Touch **[Search]**. The **Search Results** screen will appear.

5. Select the required name from the **[Company List]** if necessary.

6. Touch **[Close]** to select the name as a recipient for your e-mail.

7. Touch **[Done]**. The address will appear in the **[Address List]**.

8. Place a document in the document handler and press the green **<Start>** button.

9. Verify that the recipient receives the scanned document in their e-mail Inbox.

Create a Local Address Book

Overview

The Internet Services Local Address Book screen allows you to upload a list of names and e-mail addresses which can be accessed via the Public Address Book at the machine.

The Public Address Book consists of a text file .CSV (Comma Separated Values) format. The majority of word processing or spreadsheet packages will allow you to create a .CSV file. A selection of e-mail applications will also allow you to export a list of Users in the .CSV file format. There are also several conversion packages available on the web.

The E-mail service must be enabled at the machine to access the Local Address Book.

Procedure

1.   Open an application that supports .CSV files, for example, Microsoft Excel.

2.   Create a list of addresses with the following headings: name, address and phone.

3.   For example:

Name	Address	Phone
name1	firstname.lastname@company1.com	01234 1234567
name2	firstname.lastname@company2.com	01234 1234568
name3	firstname.lastname@company3.com	01234 1234569

4.   The order in which entries are displayed in the Local Address Book at the machine will depend on how the entries are sorted in the .CSV file.

5.   Save the file as a .CSV file.

      NOTE: It is recommended that you keep a copy of the .CSV file once it is created.

6.   At your Workstation, open the web browser, enter the *TCP/IP Address* of the machine in the address bar.

7.   Press **[Enter]**.

8.   Click on the **[Properties]** tab.

9.   Click on the **[Services]** link.

10.   Click on the **[E-mail Settings]** link.

11.   Click on the **[Local Address Book]** link.

12.   Click on **[Import from File]** and browse to the location of your Address Book File *.CSV.

13.   Highlight your *.CSV file and click on **[Open]** in the **[Choose File]** window.

14. Click on the **[Apply]** button to accept the changes.
    If prompted, enter the Administrator's *User ID* **[admin]** and *Password* **[1111]**, and click on **[Login]**.

    NOTE: If an address book is already established, you may be warned that duplicate entries exist and the new entries will be ignored.

Add a New Address

1. Click on the **[Add New]** button.
2. Enter the name of the e-mail recipient.
3. Enter the e-mail address of the e-mail recipient.
4. Enter the phone number of the recipient.
5. Click the **[Apply]** button.

Export Local Address Book to File

1. Click on the **[Export to File]** button.
2. Click on the **[Save]** button.
3. Enter a filename for the Address Book entries.
4. Click on the **[Save]** button.
5. The Local Address Book will be copied to your computer.

Test the Local Address Book

1. At the Machine, touch **[E-mail]**. You may need to press the **<Services Home>** button first.
2. Touch the **[Address Book...]** button.
3. Touch the **[Search Public Address Book...]** button.
4. Ensure that **[Public]** is selected as your default Address Book
5. Enter the *Name* of the person you wish to e-mail.
6. Touch the **[Search]** button.
7. The machine will return matches.
8. Touch the person's name in the list and select **[Add (To:)]**.
9. The person will be added to the **[Recipients List]**.
10. Repeat steps 5 to 9 for each recipient you want to e-mail.
11. When you have added all the required names, touch **[Close]**.
12. Place a document in the document handler and press the green **<Start>** button.
13. Verify that the recipient receives the scanned document in their e-mail inbox.

Create a Group Address Book

A list of addresses can be compiled into a Group Address Book.

Procedure

1. In the **[E-mail Settings]** area, click on the **[Group Address Book]** link.
2. Click on the **[Add New Group]** button.
3. Enter a name to describe the group.
4. Click on the **[Save]** button.

Add an Address from the Local Address Book

1. Click on **[Add New Address from Local Address Book]**.
2. Select the addresses that you want to appear in the Group Address Book.
3. Click on the **[Apply]** button to accept the changes.
    If prompted, enter the Administrator's *User ID* **[admin]** and *Password* **[1111]**, and click on **[Login]**.
4. Click on the **[Return]** button to return to the **[Group Address Book]** screen.

Create a New Address

1. Click on **[Add New Custom Address]**.
2. Enter the required name and e-mail address.
3. Click on the **[Apply]** button to accept the changes.
    If prompted, enter the Administrator's *User ID* **[admin]** and *Password* **[1111]**, and click on **[Login]**.
4. Click the **[Return]** button. The new group will appear in the Group Address Book list.

Test the Group Address Book

1. At the Machine, touch **[E-mail]**. You may need to press the **<Services Home>** button first.
2. Touch the **[Address Book...]** button.
3. Touch the **[Search Public Address Book...]** button.
4. Ensure that **[Public]** is selected as your default Address Book
5. Enter the *Name* of the Group you wish to e-mail.
6. Touch the **[Search]** button. The person or people in the group will be added to the Recipients List.
7. The machine will return matches.
8. Touch the persons name in the list and select **[Add (To:)]**.

9.   The person will be added to the **[Recipients List]**.

10. Repeat steps 5 to 9 for each person you want to e-mail.

11. When you have added all the required recipients, touch **[Close]**.

12. Place a document in the document handler and press the green **<Start>** button.

13. Verify that the recipient receives the scanned document in their e-mail inbox.

9 SERVER FAX

This chapter explains how to set up the Server Fax feature of the machine.

This is the procedure to follow to install and setup this feature:

1. *Overview* on *page 93*
2. *Information Checklist* on *page 93*
3. *Insert the Feature Enablement Key* on *page 94*
4. *Enable the Server Fax from the Machine* on *page 94*
5. *Configure a Server Fax Repository* on *page 94*
6. *Optional Step: Configure Defaults* on *page 99*
7. *Test the Server Fax* on *page 100*

Overview

The Server Fax feature enables Users to send documents to one or more fax machines via the telephone network without having a dedicated telephone line connected to the machine. This is achieved by connecting the machine to a network Fax Server which can manage fax transmissions throughout an organisation. The Server Fax feature uses Xerox Partner solutions. Refer to your Xerox Representative for further information.

Server Fax and Embedded Fax

The Embedded Fax and Server Fax services are mutually exclusive and only one of them can be enabled at any time.

If Server Fax is currently enabled and Embedded Fax is then enabled, Server Fax will be disabled automatically.

If Embedded Fax is currently enabled and Server Fax is then enabled, Embedded Fax will be disabled automatically.

Information Checklist

Before starting the Installation procedure, please ensure that the following items are available and/or the tasks have been performed:

1. Ensure that the machine is fully functioning on the network.

2. TCP/IP and HTTP protocols must be configured on the machine so that the machine web browser can be accessed.

3. Install and configure the Xerox Partner Enterprise Fax solution on your network. Refer to the manufacturer's documentation contained with the fax solution for instructions to complete this task.

4. If the Enterprise Fax solution uses the TCP/IP protocol to communicate, it is recommended that the server is assigned a static *IP Address*. However, dynamic IP Addressing may be used provided DNS settings are fully configured and the DHCP server has been configured with sufficient lease time so that the normal maintenance and service down times of the Fax Server does not result in a change in *IP Address*.

Insert the Feature Enablement Key

1. Insert the Feature Enablement Key in the slot on the left side of the machine.

2. Follow the instructions included with the Feature Enablement Key to enable the Server Fax option.

3. Remove the Feature Enablement Key when instructed to do so and store it in a safe location.

Enable the Server Fax from the Machine

1. Press the **<Log In/Out>** button on the machine to enter the Tools Pathway.

2. Enter the Administrator's *Password*. The default is **1111**.

3. Touch **[Enter]**.

4. Press the **<Machine Status>** button.

5. Touch **[Tools]**.

6. Touch **[User Interface]**.

7. Touch **[Service Enablements]**.

8. Touch **[Server Fax]**.

9. Touch **[Enable]**.

10. Press the **<Log In/Out>** button.

11. Touch **[Confirm]** to exit the Tools Pathway.

Configure a Server Fax Repository

When a User faxes a document from the machine the document is stored in a directory, known as the Fax Repository. The Fax Server monitors the Fax Repository for documents to be faxed.

The machine can use 4 different ways to transfer a scanned fax to the repository:

- **FTP (File Transfer Protocol)** - see *File Transfer Protocol (FTP)* on *page 95.*
- **SMB (Server Message Block)** - see *Server Message Block (SMB)* on *page 96.*
- **HTTP (HyperText Transport Protocol)** - see *HTTP/HTTPS* on *page 97.*
- **HTTPS (HyperText Transport Protocol over Secure Socket Layer)** - see *HTTP/HTTPS* on *page 97.*

File Transfer Protocol (FTP)

This is used to fax to a computer that is configured with FTP services.

Information Checklist

1. **Ensure that File Transfer Protocol (FTP) services are running** on the Server or Workstation where images faxed by the machine will be stored.

    Write down the IP Address or Host Name.

2. **Create a folder within the FTP root**. This is the *Fax Repository*.

    Write down the Directory Path Structure and folder name.

3. **Create a User Account and Password** which has read and write access to the folder within the FTP root.

    Write down the User Account and Password details.

4. **Test the FTP connection** by logging into the Fax Repository directory from a PC with the User Account and Password:

    a) Create a new folder within the directory.

    b) Delete the folder.

    NOTE: If you cannot do the steps above, check the access rights for the User account.

Procedure

1. At your Workstation, open the web browser, enter the *IP Address* of the machine in the Address bar.

2. Press **[Enter]**.

3. Click on the **[Properties]** tab.

4. Click on the **[Services]** link.

5. Click on the **[Fax]** link.

6. Click on the **[Fax Repository Setup]** link.

7. Select **[FTP]** from the **[Protocol]** drop-down menu.

8. Click on either **[IP Address]** or **[Host Name]**, enter the *IP Address* or *Host Name* of the FTP location, enter the *FTP Port Number*. (Default is 21).

    NOTE: It is recommended that the default port setting is used.

9. Enter the *Document Path* to the location of the Fax folder in **[Document Path]**.

Enter the full path to the directory, starting at the root of FTP services.
For example: */(directory name)/(directory name)*.

10. Enter the *User Name* and *Password* in the **[Login Name]** and **[Password]** entry boxes.

    NOTE: The supplied Username must have permission to access the Fax folder.

11. Enter the *Password* again in the **[Retype password]** entry box.

12. Select the **[Select to save new password]** checkbox.

13. Click on the **[Apply]** button to accept the changes.
    If prompted, enter the Administrator's *User ID* **[admin]** and *Password* **[1111]**, and click on **[Login]**.

14. Continue to *Optional Step: Configure Defaults – page 99*.

Server Message Block (SMB)

This is used to fax to a computer that supports the SMB protocol.

Information Checklist

Before starting the Installation procedure, please ensure that the following items are available and/or the tasks have been performed:

1. **Create a shared folder** to be used as a Fax Repository for scanned documents.

   Write down the Share Name of the folder and the Computer Name.

2. **Create a User Account and Password** for the machine with full access rights to the Scan directory.

   Write down the User Account and Password details.

3. **Test your settings** by logging in to the Scan directory from a PC with the User Account and Password:

   a) Create a new folder within the directory.

   b) Delete the folder.

   NOTE: If you cannot do the steps above, check the access rights for the User account.

Procedure

1. At your Workstation, open the web browser, enter the *TCP/IP Address* of the machine in the Address bar.

2. Press **[Enter]**.

3. Click on the **[Properties]** tab.

4. Click on the **[Services]** link.

5. Click on the **[Fax]** link.

6. Click on the **[Fax Repository Setup]** link.

7. Select **[SMB]** from the **[Protocol]** drop-down menu.

8. Click on **[IP Address]** or **[Host Name]**, enter either the *IP Address* or *Host Name* of the computer where the Fax Repository (SMB Server/Workstation) is located.

    - Enter the *Port Number*, if required (Default is 139).

    NOTE: It is recommended that the default port setting is used.

9. Enter the name of the **[Share]**.

10. Enter the *Document Path* from the Share to your specific folder in the **[Document Path]** entry box.

    For example, if the path is ***sharename/wc/scans***, enter **/wc/scans**.

11. Enter the *User Account* and *Password* in the **[Login Name]** and **[Password]** boxes.

    NOTE: The supplied Username must have permission to access the Fax folder.

12. Enter the *Password* again in the **[Retype password]** entry box.

13. Select the **[Select to save new password]** checkbox.

14. Click on the **[Apply]** button to accept the changes.
    If prompted, enter the Administrator's *User ID* **[admin]** and *Password* **[1111]**, and click on **[Login]**.

15. Continue to *Optional Step: Configure Defaults – page 99*.

HTTP/HTTPS

HTTP - This is used to fax to a Web Server.

HTTPS - This is used to fax to a Secure Web Server.

Information Checklist

Before starting the Installation procedure, please ensure that the following items are available and/or the tasks have been performed:

1. **Ensure that web services and a web service (such as Apache) are running on the server:**

    a) The machine will send POST requests and scanned data to the Server for processing by a script.

    b) **Write down the IP Address or Host Name of the Server.**

2. Download a sample script:

    a) At your Workstation, open the web browser, enter the *IP Address* of the machine in the Address bar.

    b) Press **[Enter]**.

    c) Click on the **[Properties]** tab.

    d) Click on the **[Services]** link.

    e) Click on the **[Fax]** link.

    f) Click on the **[Fax Repository Setup]** link.

    g) Select **[HTTP]** or **[HTTPS]** from the **Protocol** drop-down menu.

h) Click on the **[Get Example Scripts]** link to download an example script in PHP, ASP or Perl language:

i) Select an appropriate *Script Language* file which is supported by your HTTP Fax Repository server.

j) Right click on the required script and select **[Save Target As...]** to save the file to your HTTP Fax Repository server.

k) Save the **.ZIP** or **.GZ** file to a location on the desktop and extract it. Do not open the file from the web page.

l) Extract the downloaded file to the root of the **[Web Services]** home directory. **Write down the path and filename as you will need it later.**

3. **Create a login account for the Xerox machine on the Web Server:**

When a document is scanned, the machine logs in using the account, sends a POST request along with the scanned file, and then logs out.

The script handles the renaming details of the file transfer.

a) Create a home directory for the machine.

b) Add a **[bin]** directory to the home directory.

c) Place an executable script in the **[bin]** directory.

d) **Write down the complete path to the executable script.**

4. **Create a directory on the Web Server to be used as a Fax Repository location (repository):**

a) Set the appropriate read/write and directory browsing permissions

b) **Write down the Directory path**.

5. **Test the connection:**

a) Log in to the machine's directory on the Web Server.

b) Send a POST request and file to the Web Server.

c) Check to see if the file was received at the repository.

6. The script can be defined with script_name.extension or by **path/script_name.extension**.

Procedure

1. At your Workstation, open the web browser, enter the *TCP/IP Address* of the machine in the Address bar.

2. Press **[Enter]**.

3. Click on the **[Properties]** tab.

4. Click on the **[Services]** link.

5. Click on the **[Fax]** link.

6. Click on the **[Fax Repository Setup]** link.

7. Click on **[IP Address]** or **[Host Name]** and enter either the *IP Address* or the *Host Name* of the Web Server.

NOTE: The default Port Number is 80 for HTTP and 443 for HTTPS.

8. In the **[Script path and filename (from HTTP root)]** entry box, enter the path to the script, starting at the root.

9. Enter the *Document Path* to your specific folder in the **[Document Path]** entry box.

10. For example, if the path is *sharename/wc/scans*, enter **/wc/scans** in the **[Document Path]** entry box.

11. Enter the *User Account* and *Password* in the **[Login Name]** and **[Password]** boxes.

    NOTE: The supplied Username must have permission to access the Fax Repository folder.

12. Enter the *Password* again in the **[Retype password]** entry box.

13. Select the **[Select to save new password]** checkbox.

14. Click on the **[Apply]** button to accept the changes.
    If prompted, enter the Administrator's *User ID* **[admin]** and *Password* **[1111]**, and click on **[Login]**.

Optional Step: Configure Defaults

1. Click on **[General]** in the **Fax** menu.

General

Set the defaults for Job Log and Confirmation Sheet.

1. Click on the **[Username]** or **[Realm]** / **[Domain]** / **[Tree]** checkboxes if you want these to appear on the Job Log when Users log in to the machine with Network Authentication. The Job Log is filed with each document transferred to the Fax Repository. Third party applications can be used to search, file and distribute documents based on their Job Log information.

2. Select one of the following options from the **[Confirmation Sheet]** drop-down menu:

   a) **On** - Prints a Confirmation Sheet after every Server Fax job.

   b) **Errors only** - Prints a Confirmation Sheet only when the job is unsuccessful.

   c) **Off** - Turns off the Confirmation Sheet printing function.

   NOTE: The Confirmation Sheet specifies the success or failure of the arrival of the fax job on the Fax Server. If the fax reaches the Fax Server, then it is successful and the location of the document on the Fax Server is also specified.

3. Click on the **[Apply]** button to accept the changes.
   If prompted, enter the Administrator's *User ID* **[admin]** and *Password* **[1111]**, and click on **[Login]**.

Test the Server Fax

1. Press the **<Services Home>** button on the Control Panel.
2. Touch **[Fax]**.
3. Enter a valid fax number.
4. Load a document in the document handler and press the green **<Start>** button.
5. Verify that your fax is received at the specified fax machine.

10 EMBEDDED FAX

This chapter explains how to set up the Embedded Fax feature of the machine.

These are the procedures to follow to install and setup this service:

Overview

Embedded Fax enables Users to send hard copy documents to another fax machine (or multiple fax machines) via a dedicated phone line connection. The Embedded Fax feature is installed using the Fax Installation Wizard with step by step instructions to lead you through the configuration.

Server Fax and Embedded Fax

The Embedded Fax and Server Fax services are mutually exclusive and only one of them can be enabled at any time.

If Server Fax is currently enabled and Embedded Fax is then enabled, Server Fax will be disabled automatically.

If Embedded Fax is currently enabled and Server Fax is then enabled, Embedded Fax will be disabled automatically.

Information Checklist

Before starting the Installation procedure, please ensure that the following items are available and/or the tasks have been performed:

1.   Ensure that the machine is fully functioning in its existing configuration.
2.   Ensure that the machine has access to a telephone connection.
3.   Obtain the telephone number that you will configure as the machine's fax number.
4.   Verify the Embedded Fax feature installed on your machine.

5.   Connect your telephone cable(s) to the fax port(s) on the machine.

Enable Embedded Fax from the Machine

1.   Press the **<Log In/Out>** button on the machine to enter the Tools Pathway.

2.   Enter the Administrator's *Password*. The default is **1111**.

3.   Touch **[Enter]**.

4.   Press the **<Machine Status>** button.

5.   Touch the **[Tools]** tab.

6.   Touch **[User Interface]**.

7.   Touch **[Service Enablements]**.

8.   Touch **[Embedded Fax]**.

9.   Touch **[Enable]**.

10.   Press the **<Log In/Out>** button.

11.   Touch **[Confirm]** to exit the Tools Pathway.

Test the Embedded Fax

1.   At the Machine, press **<Services Home>.**

2.   Touch **[Fax]**.

3.   Enter the number of a nearby fax machine using the keypad.

4.   Place your documents in the document handler and press the green **<Start>** button.

5.   Verify that your documents are received at the other fax machine.

Additional Features

Forward to Fax

This option allows incoming or outgoing faxes to be automatically forwarded to an anonymous fax recipient for auditing purposes.

You can choose to forward the following:

- Transmitted faxes only
- Received faxes only
- All faxes

Procedure

1. At your Workstation, open the web browser, enter the *TCP/IP Address* of the machine in the Address bar.

2. Press **[Enter]**.

3. Click on the **[Properties]** tab.

4. Click on the **[Services]** link.

5. Click on the **[Fax]** link.

6. Click on the **[Fax Forward]** link.

7. Checkmark to select the **[Forward faxes to fax number]** option.

8. Enter the *Fax Number* (including area code)*.*

    NOTE: You may need to add '9' at the beginning to bypass your company's switchboard. For example, 901234123456.

9. Select either of the following **[Forward On]** options:

    a) **[Transmissions]**

    b) **[Receive]**

10. If **Forward On Receive** is selected, then if required select the **[Print local copy]** option.

    NOTE: This feature allows the forwarded fax to be printed at the machine as a local copy.

11. Click on the **[Apply]** button to accept the changes.
    If prompted, enter the Administrator's *User ID* **[admin]** and *Password* **[1111]**, and click on **[Login]**.

Forward to E-mail

This option allows incoming or outgoing faxes to be automatically forwarded to an e-mail recipient.

You can choose to forward the following:

*   Transmitted faxes only

*   Received faxes only

*   All faxes

When forwarding to an e-mail recipient, you can select one of these output formats:

*   Portable Document Format - PDF

*   Tagged Image File Format - TIFF

Procedure

   NOTE: To enable Fax Forward to E-mail, Default From Address in the **["From:" Field Options]** area must be configured.

1. At your Workstation, open the web browser, enter the *TCP/IP Address* of the machine in the Address bar.

2. Press **[Enter]**.

3. Click on the **[Properties]** tab.

4. Click on the **[Services]** link.

5. Click on the **[Fax]** link.

6. Click on the **[Fax Forward]** link.

7. In the **"From:" Field Options** area, enter an e-mail address in the **[Default "From:" Address:]**.

8. Enter details for **[Default Display Name:]**.

9. In the **Fax forward to Email** area, checkmark to select the **[Forward faxes to an email address]** option.

10. Enter the forwarding *E-mail Address.*

11. Select either of the following **[Forward On]** options:

     a) **[Transmissions]**

     b) **[Receive]**

12. If **Forward On Receive** is selected, then if required select the **[Print local copy]** option.

     NOTE: This feature allows the forwarded fax to be printed at the machine as a local copy.

13. For **[Format Type]**, select either:

     • **PDF**

     • **TIFF**

14. Click on the **[Apply]** button to accept the changes.
     If prompted, enter the Administrator's *User ID* **[admin]** and *Password* **[1111]**, and click on **[Login]**.

Print Local Copy

This option allows the forwarded fax to be printed at the machine as a local copy. The default value for the "Print Local Copy" feature is disabled.

When "Print Local Copy" is enabled then a copy of the entire incoming fax shall be printed on the machine immediately after the forwarded fax has successfully been received and processed by the Mail Server to which the fax has been forwarded to.

This feature is not available if the Secure Fax feature has been enabled.

Follow the steps in *Chapter 7, Configure the Feature, Image Settings on page 84* to enable this option.

11 LAN FAX

This chapter explains how to set up the LAN Fax feature of the machine.

This is the procedure to follow to install and setup this feature:

1. *Overview* on *page 105*
2. *Information Checklist* on *page 105*
3. *Enable LAN Fax (Windows Printer Drivers)* on *page 105*
4. *Use the Feature* on *page 106*
5. *Setup Fax Options* on *page 108*
6. *Setup Phonebook Preferences* on *page 109*

Overview

LAN (Local Area Network) Fax enables Users to send documents to fax machines directly from their computers. Once enabled, Users select the Fax option from their printer driver.

NOTE: LAN Fax is not supported by the PCL5e print driver.

The LAN fax option requires the Embedded Fax Kit to be fitted to the machine.

Information Checklist

Before starting the Installation procedure, please ensure that the following items are available and/or the tasks have been performed:

1. Ensure that the machine is fully functioning in its existing configuration.
2. The Embedded Fax option must be installed on the machine.
3. The WorkCentre 4260 printer driver must be installed on your Workstation. For full instructions, see *Chapter 4, Print Drivers* on *page 37*.

Enable LAN Fax (Windows Printer Drivers)

LAN Fax must be enabled in your printer driver to support the LAN fax feature. LAN fax can be enabled automatically, with Bi-directional communication or manually. Both instructions are detailed below.

Configure the Printer Driver - Automatically

1. From the **[Start]** menu click on one of the following:

    *   Windows XP - **[Printers and Faxes]**, If you cannot see this option in the **[Start]** menu, then click on **[Start]**, followed by **[Control Panel]** first.
    *   Windows 2000 - **[Settings]** then **[Printers]**.
    *   Windows 2003 **- [Settings]** then **[Printers and Faxes]**.

2. Right-click on your printer driver and click on **[Properties]**.
3. Click on the **[Configuration]** tab.
4. Click on **[Bi-Directional Setup]**.
5. Enter the IP Address of your printer, if necessary.
6. Ensure Bi-directional Communication is set to Automatic, or click on **[Manual]** and enter the Device Name or IP Address. Click on **[OK]**.
7. Click on **[Installable Options]**.
8. Ensure that LAN Fax shows a status of **[Installed]**.
9. Click on **[OK]**.

Configure the Printer Driver - Manually

To configure the printer driver without using bi-directional communication return to the Configuration tab within the Properties of the printer driver.

1. Click on **[Installable Options]**.
2. Click on the **[LAN Fax]** menu.
3. Click on **[Installed]**.
4. Click on **[OK]**.
5. Click on **[OK]** to close the printer driver Properties.

Use the Feature

Windows

1. At your Workstation, open a document that you want to fax.
2. Click on **[File]** then **[Print]**.
3. Click on your printer.
4. If you have a **[Properties]** or **[Preferences]**, click on it.
5. Check that you are on the **[Paper/Output]** tab.
6. Click on the **[Job Type]** menu.
7. Click on **[Fax]**.

8.   Click on **[Setup]**.

9.   Follow the steps in *Add Fax Recipient* below.

Mac OS Users

1.   Open a document to fax and click on **[File]** and then **[Print]**.

2.   Click on the *Xerox WorkCentre 4260* printer.

3.   Click on **[Xerox Features]** from the **[Copies and Pages]** menu

4.   Ensure you are in the **[Paper/Output]** area and click on the **[Job Type]** menu.

5.   Click on **[Fax]**.

6.   Follow the steps in *Add Fax Recipient* below.

Add Fax Recipient

1.   Click on **[Add Fax Recipient]**.

2.   Enter the name of the fax recipient in the **[Name]** area.

3.   Enter the fax number of the recipient in the **[Fax Number]** area.

4.   Enter details such as Organization, Phone Number, E-mail Address and Mailbox number if required.

5.   If you want to add this recipient to your personal phonebook, click on **[Add to Personal Phonebook]**.

6.   Click on **[OK]**.

7.   The recipient will show in the **[Recipients]** list.

Add Recipient from Phonebook

If you have a Personal Phonebook created you can add a recipient name from it. If you haven't created one, follow the steps in *Setup Phonebook Preferences* on *page 109*.

8.   Click on **[Add from Phonebook]**. Otherwise, go to step 17.

9.   In the **[Add from Phonebook]** menu, if you have more than one phonebook available, select the required phonebook from the **[Personal Phonebook]** menu.

10. Click on the recipient that you want to fax to. To view the details for the recipient, double-click on the recipient.

11. If you want to add more than one recipient, hold down the **[Ctrl]** key on your keyboard and click on each name.

12. When you have finished selecting your recipients, click on the green arrow. The names appear in the **[Fax Recipients]** list.

13. Click on **[OK]**.

14. If you want to save this list of names as a group, click on the **[Save As Group]** button.

15. Enter a name for your group in the **[Group Name]** box.

16. To view the details for a recipient, click the **[Properties]** button.

17. To remove a recipient from the group, click the name and then click the **[Remove]** button.

18. To add a recipient to the group from another phonebook, click the **[Add]** button. Select the phonebook, select the required name from the phonebook and click **[OK]**.

Setting up a Cover Sheet

Follow these instruction if you want to add a cover sheet to your fax.

19. Click on the **[Cover Sheet]** tab.

20. Click on **[Print a Cover Sheet]** from the **[Cover Sheet Options]** menu.

21. Enter the information that you want to show on the cover sheet in the **[Cover Sheet Options]** box.

22. If you want to add a graphic or logo to the cover sheet (a .BMP, .GIF or .JPEG), click on **[New]** from the **[Cover Sheet Notes]** area.

23. To add a graphic or logo, click on **[Picture]** from the **[Options]** menu.

24. Click on **[Choose File]**, then browse to the required graphic or logo.

25. Click on the required settings to adjust the scale, position and preview options of your graphic.

26. Click on **[OK]**.

27. Click on the **[Cover Sheet Image]** menu and click on **[Options]**:

    - Click on **[Print in Background]** to print the graphic behind any text on the cover sheet.

    - Click on **[Print in Foreground]** to print the graphic at the front of your cover sheet or click on **[Blend]** to print a faint image of the graphic.

28. Click on the required **[Cover Sheet Paper Size]**.

29. Click on **[OK]**.

Setup Fax Options

30. Click on the **[Options]** tab.

31. Click on the required option from the **[Confirmation Sheet]** drop-down menu.

32. Click on the required speed from the **[Send Speed]** drop-down menu.

    - **G3 (14.4 Kbps)** - Selects the transmission rate based on the maximum capabilities of the receiving fax machine. Initial transmission speed will be 14,400 Bits Per Second (bps). This rate minimises transmission errors by using Error Correction Mode (ECM).

    - **Super G3 (33.6 Kbps)** - This is the fastest transmission rate and is the default setting. This rate minimises transmission errors by using Error Correction Mode (ECM). Initial transmission speed will be 33,600 Bits Per Second (bps).

    - **Forced 4800 bps** - Used in areas of low quality communication, when experiencing telephone noise, or when fax connections are susceptible to errors. 4800 bps is a slower transmission rate but is less susceptible to errors. In some regional areas, the use of 4800 bps is restricted.

33. Click on the required resolution from the **[Fax Resolution]** drop-down menu.

34. If you want to send your fax at a specific time, click on the **[Send At:]** and enter the time in the next 24 hours that you want the machine to send your fax.

35. If your telephone system requires Fax Users to enter a prefix in front of fax numbers, click on the **[Dialling Prefix]** checkbox and enter the prefix in the box.

36. If your call requires a Charge Code number for billing purposes, click on the **[Credit Card]** checkbox and enter the details for the charge code in the box.

Setup Phonebook Preferences

37. Click on **[Preferences]**.

38. If you have more than one phonebook configured, you can specify which phonebook to use as the default from the **[Default Phonebook]** menu.

Personal Phonebook

The Personal Phonebook is created when you add fax numbers on the **[Fax Recipients]** tab. The Personal Phonebook is automatically saved to your PC to a file called default.pb.

To view the Personal Phonebook:

a) click on the **[Select File...]** box next to Personal Phonebook.

b) Select and open the **[default.pb]** file.

c) Click on **[Open]** next to Personal Phonebook on the Preferences tab.

Shared Phonebook

The Shared Phonebook is a list of fax numbers and recipient details that has been saved to a network drive for more than one person to use.

To access a shared phonebook:

a) Click on the **[Select File...]** next to Shared Phonebook and locate the **[default.pb]** shared phonebook file on your network.

b) Click on **[Open]** next to Shared Phonebook to view the phonebook.

User Preferences

If you want to be notified when you add duplicate recipients to the phonebook:

39. Select the **[Prompt When Adding Duplicate Recipients]** option.

40. If you want to be notified when you delete a recipient from the phonebook, select the **[Prompt When Removing a Recipient]** option.

41. If you want to always use the Current Recipient List, click on the **[Always Use Current Recipient List]** checkbox.

42. If you want to use the current Cover Sheet notes, click on the **[Always Use Current Cover Sheet Notes]**.

43. Click on **[OK]** when you have finished making your selections.

44. Click on **[OK]** to close the **[Fax]** window.

45. Click on **[OK]** on the **[Paper/Output]** tab to send your fax. The document will fax with the specified settings.

46. Check that the recipient received the fax.

12 NETWORK ACCOUNTING

This chapter explains how to set up the Network Accounting service of the machine.

This is the procedure to follow to install and setup this service:

1. *Overview* on *page 111*
2. *Information Checklist* on *page 111*
3. *Insert the Feature Enablement Key* on *page 112*
4. *Configure Network Accounting* on *page 113*
5. *Test Network Accounting* on *page 115*

Overview

Network Accounting provides the ability to manage usage of the machine with detailed cost analysis capabilities. Print, Scan, Server Fax, and copy jobs are tracked at the machine and stored in a job log. Users must enter their accounting IDs to access the machine, which allows information about the jobs performed as recorded in a job log.

The machine requires the Feature Enablement Key to be inserted and network access to a Xerox-certified Network Accounting third party software solution. Refer to your Xerox Sales Representative for further information.

CentreWare Print and Fax Drivers are required to be installed on workstations. The User is prompted for User and Account ID information when submitting jobs to the machine.

The job log information can be compiled at the accounting server and formatted into reports by the Administrator.

Information Checklist

Before starting the Installation procedure, please ensure that the following items are available and/or the tasks have been performed:

1. Ensure that the machine is fully functioning on the network prior to installation.
2. Locate the Network Accounting Feature Enablement Key

    Contact your Xerox Sales Representative if you do not have the Feature Enablement Key. This Feature Enablement Key contains the License Agreement and Kit Code Number to enable the feature.
3. TCP/IP and HTTP protocols must be enabled on the machine so that the machine web browser can be accessed.

4. Install and configure the Xerox-certified Network Accounting Solution Package on your network. Refer to the manufacturer's instructions with the network accounting package to complete this task.

5. Test communication between the accounting server and the machine:

   a) Go to your Network Accounting Server.

   b) Open a web browser and enter the *IP Address* of the machine in the **[Location]** or **[Address]** field.

   c) Press **[Enter]**.

   d) The machine's Internet Services web pages should appear.

6. If you do not have a web browser, test connectivity by pinging the IP address of the machine from your Network Accounting Server.

Insert the Feature Enablement Key

1. Insert the Feature Enablement Key in the card reader at back of the machine.

2. Follow the instructions with the Feature Enablement Key to enable the Network Accounting option.

3. Remove the Feature Enablement Key when instructed to do so and store it in a safe location.

Enable Network Accounting from the Machine

1. Press the **<Log In/Out>** button on the machine to enter the Tools Pathway.

2. Enter the Administrator's *Password*. The default is **1111**.

3. Touch **[Enter]**.

4. Press the **<Machine Status>** button.

5. Touch **[Tools]**.

6. Touch **[Accounting]**.

7. Touch **[Accounting Enablement]**.

8. Touch **[Authentication Mode]**.

9. Touch **[On]** under the Network Accounting option.

10. Touch **[Save]**.

11. Press the **<Log In/Out>** button.

12. Touch **[Confirm]** to exit the Tools Pathway.

Configure Network Accounting

1. Press the **<Log In/Out>** button on the machine to enter the Tools Pathway.

2. Enter the Administrator's *Password*. The default is **1111**.

3. Touch **[Enter]**.

4. Press the **<Machine Status>** button.

5. Touch **[Accounting]**.

6. Touch **[Accounting Enablement]**.

7. Touch **[Authentication Mode]**.

8. Touch **[On]** underneath the Network Accounting option.

9. Touch **[Save]**.

10. Touch **[Network Accounting Setup]**.

11. Touch **[Network Accounting Authentication]**.

12. Touch **[Enabled]** to enable authentication or **[Disabled]** to disable authentication:

    - **[Enabled]** - Users will be required to enter a valid an Account ID for any job. The Account ID are alphanumeric strings between 1 and 32 characters in length (specified in the third party accounting application).

    - **[Disabled]** - Allows the machine to accept both valid and invalid User and Account IDs. This options is useful if conducting an analysis for the resources used on a particular machine before Authentication controls are instituted. Users will still be required to enter at least one character into the User and Account ID fields.

13. Touch **[Save]** to retain the settings.

    NOTE: If you want to set up a default value for the User ID and/or Account ID follow these steps. Otherwise proceed to *Verify that Network Accounting is Enabled* on *page 114*.

14. Touch **[Network Accounting validation setups]**.

15. Touch **[User ID]** and enter a default User ID.

16. Touch **[Save]**.

17. Touch **[Account ID]** and enter a default Account ID.

18. Touch **[Save]**.

19. Touch **[Network Accounting Login Display Mode]**.

20. Select one of the following option:

    - **[Display User ID Details]** and **[Display Account ID Details]** - If you want user details to show on the machine User Interface.

    - **[Mask User ID Details]** and **[Mask Account ID Details]** - If you want user details to be replaced by asterisks (***) on the machine User Interface.

21. Touch **[Save]**.

22. Touch **[Close]**.

23. Press the **<Log In/Out>** button.

24. Touch **[Confirm]** to exit the Tools Pathway.

Verify that Network Accounting is Enabled

25. Press the **<Services Home>** button on the Control Panel.

26. The Touch Panel should display a screen with two buttons. One is the **[User ID]** and the other is the **[Account ID]**. This indicates the system has enabled accounting successfully.

Activate the machine

27. Open the Network Accounting application and configure it so that the TCP/IP address (or fully-qualified domain name) of machine is entered as the destination for retrieval of data. Refer to the manufacturer's documentation with your Network Accounting server to complete this task.

Enable Network Accounting in your Print Driver

To record print jobs sent to the machine, Accounting must be enabled in the user's printer driver.

NOTE: If Accounting is enabled on the machine but not in the printer driver, any print or LAN fax jobs sent to the machine will be deleted.

Win 2000

1. From the **[Start]** menu, click on **[Settings]** and **[Printers]**.

2. Right-click on the machine printer icon.

3. Click on **[Properties]**.

4. Click on **[Configuration]**.

5. Click on **[Accounting]**.

6. Click on **[Xerox Network Accounting]** from the **Accounting System** menu.

7. Click on either **[Prompt for Every Job]** if you want Users to enter their User and Account ID each time they print or click on the **[Default Users]** and **[Account ID]** checkboxes to hide the User and Account ID information (then no entry is required for each job submission).

8. Click on **[Use Default Accounting Codes]** and enter the default Account ID.

9. Click on the **[OK]** button.

10. Click on the **[OK]** button to exit.

Win XP or Vista

1. From the **[Start]** menu, click on **[Printers and Faxes]**.

2. Right-click on the machine printer icon.

3. Click on **[Properties]**.

4. Click on **[Configuration]**.

5. Click on **[Accounting]**.

6. Click on **[Xerox Network Accounting]** from the **[Accounting System]** menu.

7. Click on the **[Prompt for Every Job]** option if you want Users to enter their User and Account ID each time they print.

8. Select one of the following options:

    a) **[Mask User ID]** and **[Mask Account ID]** - To mask the User and Account ID information.

    b) **[Use Default Accounting Codes]** - To enter the default Account ID.

9. Click on the **[OK]** button.

10. Click on the **[OK]** button to exit.

Mac OS X

1. Open a document to print and click on **[File]** and **[Print]**.

2. From the **Copies and Pages** menu, click on **[Accounting]**.

3. Click on **[Xerox Network Accounting]** from the **Accounting System** menu.

4. Click on **[Prompt for Every Job]** if you want Users to enter their User and Account ID each time they print.

5. You may also click on the **[Mask User ID]** and **[Mask Account ID]** checkboxes to hide the User and account ID information.

6. Click on **[Use Default Accounting Codes]** and enter the default the default account ID.

7. To save your settings select the **Presets** menu and click on.

8. Enter a name to define the preset, for example Accounting.

9. Click on the **[OK]** button. Ensure that the *Accounting* preset is selected in the Presets menu each time you print.

10. Click on **[Print]**.

11. Enter your Network Accounting information.

12. Click on the **[OK]** button to print the document.

Test Network Accounting

1. Open a document on your workstation, select the WorkCentre 4260 printer driver and print your document. You should see the **Accounting ID** screen.

2. Enter your Network Accounting User and Accounting ID and click on **[OK]**.

    NOTE: If you selected **[Use Default Accounting Codes]** it will only be necessary to enter this information the first time the driver is used.

3. If your print job does not print, try to copy a job at the machine using the same Account and User ID.

    NOTE: If the copy job completes then the Account and User ID are valid.

4. It may be necessary to check the network accounting solution software or server configuration to verify the Account ID.

5. Distribute the printer drivers with the Network Accounting option already selected (if possible).

6. If the printer drivers are distributed without the option enabled, workstation Users will need to configure the drivers.

7. If the drivers are not properly configured, jobs sent to the machine will be deleted.

13 XEROX STANDARD ACCOUNTING

This chapter explains how to set up the Xerox Standard Accounting feature of the machine.

This is the procedure to follow to install and setup this feature:

Overview

Xerox Standard Accounting (XSA) tracks the numbers of prints, copies, faxes and network images sent at the machine. Usage limits can be applied to Users to restrict the total numbers of copy, print, fax and scan jobs that a User can perform. Administrators can print a report which contains XSA data.

XSA is set up via CentreWare Internet Services, the machine's embedded web browser. Administrators must create accounts and specify limits before Users are authorized to access the machine.
Individual accounts created can be grouped into a group account. This allows one account with several individual users having access to the same account. The Administrator can view the group usage.

All impressions or scans created when a User is logged in to a General Account are counted only against that account and not against the User's individual account.

When XSA is set up, users must enter their account details at the machine to use the machine. When they have finished their job, their XSA allocation is reduced by the number

of prints, copies or scans performed. When XSA is enabled, Users must enter their account details in the printer driver to print documents from their Workstations.

The XSA feature is mutually exclusive from any other accounting feature. If XSA is enabled at the machine, you cannot enable Foreign Device Interface or Network Accounting.

Xerox Standard Accounting can be enabled via the CentreWare Internet Service.

Each machine supports a maximum of:

- 500 unique XSA User IDs

- 250 General Accounts

- 250 Group Accounts

All User IDs must be assigned to one or more Group Accounts.

NOTE: The XSA settings and account data are stored in the machine. It is strongly recommended that you back-up the settings and data regularly using the Cloning procedure available through the Internet Services screens. Should the machine lose your XSA data and settings you can restore them from the file produced by the Cloning process.

Information Checklist

Before starting the Installation procedure, please ensure that the following items are available and/or the tasks have been performed:

1. Ensure that your Xerox machine is configured on the network.

2. TCP/IP and HTTP protocols must be enabled on the machine so that the machine web browser can be accessed.

Enable Xerox Standard Accounting in CentreWare Internet Services

NOTE: You must first create a default Group Account (*See Create a Group Account on page 120*) before you can enable XSA or create User Accounts.

1. At your Workstation, open the web browser, enter the *TCP/IP Address* of the machine in the Address bar.

2. Press **[Enter]**.

3. Click on the **[Properties]** tab.

4. Select the **[General Setup]** link.

5. Select the **[Xerox Standard Accounting]** link.

6. Select the **[Manage Accounting]** link.

   The first time you use XSA, you must log in as the Machine Administrator. Select **[Login as Machine Administrator]** and type the User name and Password for the Administrator's account. The default is **admin** and **1111**.

7. Click on the **[Enable Accounting]** button.

8. The "Enabling Accounting will require a user account to use the machine..." pop up box will appear. Click **[OK]** to close box.

Enable Xerox Standard Accounting from the Machine

1. Press the **<Log In/Out>** button on the machine to enter the Tools Pathway.
2. Enter the Administrator's *Password*. The default is **1111**.
3. Touch **[Enter]**.
4. Press the **<Machine Status>** button.
5. Touch **[Tools]**.
6. Touch **[Accounting]**.
7. Touch **[Accounting Enablement]**.
8. Touch **[Authentication Mode]**.
9. Touch **[Enable]** under the Xerox Standard Accounting option.
10. Touch **[Save]**.
11. Press the **<Log In/Out>** button.
12. Touch **[Confirm]** to exit the Tools Pathway.

Enable Xerox Standard Accounting in your Print Driver

Windows

1. From the **[Start]** menu, click on appropriate option:
   - For Windows 2000 - click on **[Settings]** and then **[Printers]**.
   - For Windows Vista - click on **[Control Panel]** then **[Printers]**.
   - For Windows XP - click on **[Printers and Faxes]**.

     NOTE: Click on **[Printers and Faxes]** for Windows XP. If you cannot see this option in the **[Start]** menu, then click on **[Start]**, followed by **[Control Panel]** first.

2. Right-click on the printer icon for your Xerox WorkCentre 4260 model.
3. Click on **[Properties]**.
4. Click on **[Configuration]**.
5. Click on **[Accounting]**.
6. Click on **[Xerox Standard Accounting]** from the Accounting System menu.
7. Select one of the following options:

   a) **Prompt for Every Job** - Users will be prompted to enter their details every time they submit a job.

      Options under this setting include:

      1) **[Save Accounting Codes]** allows the inputted codes to be saved as the default Accounting Codes.

> 2) **[Mask User ID]** and **[Mask Account ID]** checkboxes allow asterisks (******) to be shown when IDs are entered.
>
> b) **Use Default Accounting Codes** - Setup the default settings for Account Type and Account ID (if applicable).

8. Click on **[OK]**.

9. Click on **[Apply]** to save changes.

10. Click on **[OK]** to exit.

When you use the printer driver to print a document you will be asked to enter your User ID.

Mac OS

1. Open a document to print and click on **[File]** and then **[Print]**.

2. Click on the Xerox printer.

3. From the **[Copies and Pages]** menu, click on **[Accounting]**.

4. Click on **[Xerox Standard Accounting]** from the **Accounting System** menu.

5. Click on **[Prompt for Every Job]** if you want to enter your Accounting User and Account ID when you print.

6. You may also click on the **[Mask User ID]** and **[Mask Account ID]** checkboxes to hide the User and account ID information.

7. Otherwise click on **[Use Default Accounting Codes]** and enter a default account ID.

8. To save your settings, on the **Presets** menu and click on **[Save]**.

9. Enter a name to define the preset, for example: Accounting.

10. Click on the **[OK]** button. Ensure that the Accounting preset is selected in the **Presets** menu each time you print.

11. Click on **[Print]**.

12. Enter your Accounting ID.

13. Click on the **[OK]** button to print the document.

Create a Group Account

1. Click on the **[Group Accounts]** link in the **Xerox Standard Accounting** menu to create a new Group Account.

2. In the **[Account ID]** box, enter an ID for the new Group Account, for example *101*.

   NOTE: The Group Account can be numeric values up to a maximum of 12 digits. Group Account IDs must be unique.

3. Enter a name for the Group Account in the **[Account Name]** box, for example *Xerox group*.

   NOTE: The Group Name can be alphanumeric characters to a maximum of 32 characters. The Group Account name must be unique.

4.   Click on **[Add Account]**.

5.   The new account will appear in the **[Group Accounts]** list and the **[default for new users]** option will be automatically set.

      NOTE: More groups can be created in the same way.

The next step is to create a User Account. Once you have created user(s) account, you can add them to the default Group Account or a specific Group Account.

Create a User Account

1.   Click on the **[Properties]** tab.

2.   Click on the **[General Setup]** link.

3.   Click on the **[Xerox Standard Accounting]** link.

4.   Click on the **[Manage Accounting]** link.

5.   Click on the **[Add New User]** link.

6.   Enter a **[User ID]** for the User. The User ID can contain alphanumeric characters to a maximum of 32 characters, for example: A10. User IDs must be unique.

7.   Enter a **[Username]**, for example: Jane Smith. The User name can contain alphanumeric characters to a maximum of 32 characters. User names must be unique.

8.   If you want this User to have rights to manage XSA, click on the **[Grant Accounting Management Access]** checkbox.

Add Users to a Group Account

1.   Click on the **[General Setup]** link.

2.   Click on the **[Xerox Standard Accounting]** link.

3.   Click on the **[Group Accounts]** link.

4.   Click on the **[Manage]** link next to the Group Account that you want to add Users to.

5.   Click on the checkbox next to the *User Account* for each user that you want to add to the Group.

6.   Click on the **[Save Changes]** button.

Set Usage Limits

Setting Usage Limits

1.   Specify the usage limits for this account in the **[User Limits]** boxes. The maximum value for each limit is 16,000,000. Usage limits can be specified as follows:

- **Black Printed Impressions**

  The maximum number of documents that can be printed by a User, from their Workstation via the printer driver.

- **Black Copied Impressions**

  The maximum number of copies that can be produced by a User via the Copy feature on the machine.

- **Network Images Send**

  The maximum number of documents that can be sent over the network by the User.

  This applies to the following features: Network Scanning, E-mail and/or Server Fax (when these features are installed on the machine).

  If the machine is set to print scan confirmation reports, these documents are counted towards the User's limit.

- **Fax Images Send**

  If Embedded Fax is installed on your machine, you will see this option in CentreWare Internet Services.

  Fax Images Sent sets the maximum number of documents that can be faxed by a User with the Embedded Fax feature.

  The machine calculates the number of faxed documents by multiplying the number of images faxed (this includes cover sheets), by the number of destinations.

- **Black Faxed Impressions**

  If Embedded Fax is installed on your machine, you will see this option. This sets the maximum number of documents that a User can produce using the Embedded Fax feature.

  For further information about these features, refer to the **User Guide**, delivered with your machine.

  For example: to restrict the maximum number of prints this User can make, to *1000* prints, enter 1000 in the **[Black Printed Impressions User limits]** box. Cover sheets and banner sheets are counted as part of the job and will add to the number of impressions.

2. Click on the **[Apply]** button when you have finished setting the usage limits.

Exceeding Usage Limits

Each time a User logs in to the machine after they have reached their usage limit, a message shows on the machine's User interface screen. The message notifies the User that "There is

insufficient credit remaining for this feature". Users will not be able to use the feature until their limit is reset.

If the User performs a copy, scan or fax job at the machine, and mid-way through the job their limit is exceeded, the job will be deleted.

If the User's limit is reached before a print job is completed, an error report will print at the machine to notify the User that their limit has been reached. The job will be deleted from the print queue. The job may run over due to sheets committed to the paper path.

User limits can be reset on the Internet Services Xerox Standard Accounting and Report and Reset screens.

Use the Xerox Standard Accounting

When you enable XSA, Users must enter a valid User name at the machine to access the features.

At the Machine

1. Press the **<Services Home>** button on the Control Panel.
2. The Xerox Standard Accounting Login **[User ID]** screen will show. *Enter your XSA User ID*.
3. Touch **[Enter]**.
4. The **[Validation in Progress]** screen will display.
5. If you are a member of more than one group, touch **[Login to a General Account]** or **[Login to a Group Account]** and select the required account.
6. Touch **[Enter]**.
7. When the User is logged in, the **[Services]** screen will show. The User can now select the feature that they want to use.
8. To log out, or to log in to another group or General Account, touch **[Username]** in the top right of the touch screen.
9. Press the **<Log In/Out>** button
10. Touch **[Confirm]** to exit the Tools Pathway.

Optional Step: Create a General Account

Overview

The XSA feature allows Administrators to create both Group and General Accounts. Users must be a member of at least one Group Account (which is set as their default group). However, the creation of General Accounts is optional. General Accounts can be created to identify a subset of a group or project that a User is involved in.

NOTE: When General Accounts are used, all jobs go against that General Accounts and not the User Accounts.

Account Example

In the example below, the Administrator creates a User called *Jane Smith* and makes her a member of the default Group Account, called *Finance Department*. The Administrator creates two General Accounts called Project A and Project B and adds *Jane Smith* to each account.

Jane can now record any impressions that she makes at the machine to a particular account.

At the machine, Jane enters her Account ID and selects Project A. The number of impressions is recorded specifically to Project A.

The Administrator can print an XSA Report which lists the numbers of impressions recorded for each User, Group and General Account.

Procedure

1. At your Workstation, open the web browser, enter the *TCP/IP Address* of the machine in the Address bar.
2. Press **[Enter]**.
3. Click on the **[Properties]** tab.
4. Click on the **[Xerox Standard Accounting]** link.
5. Click on the **[General Accounts]** link to create a new General Account.
6. In the **[Account ID]** box, enter an ID for the new General Account, for example *002*.

   NOTE: The General Account can be numeric values up to a maximum of 12 digits. General Account IDs must be unique.

7. Enter a name for the General Account in the **[Account Name]** box, for example *Xerox general*.

   NOTE: The General Name can be alphanumeric characters to a maximum of 32 characters. The General Account name must be unique.

8. Click on the **[Add Account]** button.
9. The account will appear in the **[General Accounts]** list.

Add Users to the General Account

10. Click on the **[Manage Accounting]** link next to the General Account you have just added.
11. Click on the checkbox(es) next to the User(s) that you want to add.
12. Click on the **[Save Changes]** button.

Optional Step: Reset User Limits

1. At your Workstation, open the Web browser, enter the *TCP/IP Address* of the machine in the Address bar.

2.   Press **[Enter]**.

3.   Click on the **[Properties]** tab.

4.   Click on the **[General Setup]** link.

5.   Click on the **[Xerox Standard Accounting]** link.

For a User

1.   Select the **[Manage Accounting]** link.

2.   Click on the **[Limit Access]** button next to the required User.

3.   Click on the **[Reset]** button next to the particular limit that you want to reset.

For All Accounts

CAUTION: **The following step will remove the usage data from the accounts!**

1.   Select the **[Manage Accounting]** link.

2.   Select the **[Report and Reset]** link.

3.   Click on the **[Reset Usage Data]** button.

Optional Step: Print a Usage Report

1.   At your Workstation, open the web browser, enter the *TCP/IP Address* of the machine in the Address bar.

2.   Press **[Enter]**.

3.   Click on the **[Properties]** tab.

4.   Click on the **[General Setup]** link.

5.   Click on the **[Xerox Standard Accounting]** link.

6.   Click on the **[Report and Reset]** link.

7.   Click on the **[Generate Report]** link.

8.   Right-click on the **[Right-click to download]** link.

9.   Click on **[Save Target As]**.

10.   Save the file to your desktop.

11.   View the report in an application that supports **.CSV** (comma separated values) files.

Optional Step: Backup and Clone Settings to Another Machine

The Cloning feature enables you to copy machine settings, including XSA settings and account information, to a file on your workstation or server. You can then use this file to

restore the data and settings on the machine or to copy the information to other Xerox machines. All the machines involved in the cloning procedure must have the same system software version.

Create Back-up file

1. At your Workstation, open the web browser, enter the *TCP/IP Address* of the machine with the settings that you want to copy, in the Address bar.

2. Press **[Enter]**.

3. Click on the **[Properties]** tab.

4. Click on the **[General Setup]** link.

5. Click on the **[Cloning]** link.

6. Click on the settings that you DO NOT want to clone. Ensure that **[Xerox Standard Accounting]** is selected.

7. Click on the **[Clone]** button.

8. Right-click on the **[.dlm]** link that appears and click on **[Save Target As]**.

9. A dialog box will prompt you to specify the name and location for the cloned file. Ensure that the extension reads **.DLM**.

10. Click on the **[Save]** button to start cloning.
    If prompted, enter the Administrator's *User ID* **[admin]** and *Password* **[1111]**, and click on **[Login]**.
    The **[.dlm]** file can now be used to restore the information to the same machine or to clone other machines.

    NOTE: This step will cause the machine to reboot and will be unavailable over the network for several minutes.

Clone Settings to another machine

1. At your Workstation, open your web browser, enter the *TCP/IP Address* of the machine that you wish to restore or clone the settings to in the address bar.

2. Press **[Enter]**.

3. Click on the **[Properties]** tab.

4. Click on the **[General Setup]** link.

5. Click on the **[Cloning]** link.

6. In the **[Install Clone File]** area, click on **[Browse]**.

7. Browse to the cloning.dlm file that you saved when you cloned the machine.

8. Click on the **[Install]** button.

9. Click on the **[OK]** button to install the file.

10. The machine will be unavailable over the network for several minutes.

11. The XSA settings and data will be restored as they were when the back-up file was created. If you are cloning another machine you may want to change, delete or reset the XSA accounts as appropriate for the new machine.

14 SMART ESOLUTIONS

This chapter explains how to set up the SMart eSolutions of the machine.

This is the procedure to follow to install and setup this feature:

1. *Overview* on *page 129*
2. *Information Checklist* on *page 129*
3. *Setup Meter Assistant* on *page 130*
4. *Setup Supplies Assistant* on *page 130*

Overview

SMart eSolutions provide a setup page to guide you through the steps required to configure the machine for automatic meter readings. SMart eSolutions allows the machine to automatically send data to Xerox. This data is used for billing (MeterAssistant) and toner replenishment (SuppliesAssistant).

There are two ways to register a machine for SMart eSolutions:

* SMart eSolutions Windows Client
* CentreWare Web

For a full description of SMart eSolutions and to download the applications (SMart eSolutions Windows Client or CentreWare Web), refer to www.xerox.com/smartesolutions

NOTE: SMart eSolutions is not available in all countries. Refer to your Xerox Representative for further information.

Information Checklist

Before registering machines for Meter Assistant, please ensure that the following items are available and/or the tasks have been performed:

1. Register for an account on www.xerox.com/smartesolutions. the machines that you wish to register for Automatic Meter Readings.
2. Ensure that all machines to be used with SMart eSolutions are fully functioning on the network.
3. To configure SMart eSolutions via the SMart eSolutions or CentreWare Web installations, SNMP must be enabled on the machine(s).

4.   If you want to use SMart eSolutions Windows Client or CentreWare Web, visit www.xerox.com/smartsolutions for further instructions and to download the software.

Setup Meter Assistant

Verify that all machines are enabled on www.Xerox.com:

5.   Go to www.Xerox.com.

6.   Click on **[Submit Meter Reads]**.

7.   Login to www.Xerox.com, and ensure all machines are enabled for automation.

8.   If machines are not enabled, submit them for enablement on Xerox.com. Verify that the machines have been enabled on www.Xerox.com after 24 hours.

Setup Supplies Assistant

Eligible machines will automatically be enabled for Supplies Assistant once the machine is registered with Xerox.

15 SECURITY

This chapter describes how to configure the Security features for the machine.

The following features can be installed and configured:

1. *Security @ Xerox* on *page 131*
2. *Standard Authentication* on *page 131*
3. *802.1X Authentication* on *page 138*
4. *Image Overwrite Security* on *page 140*
5. *IP Filtering* on *page 146*
6. *IP Sec* on *page 147*
7. *Audit Log* on *page 148*
8. *Machine Digital Certificate Management & Trusted Certificate Authorities* on *page 150*
9. *SNMP* on *page 153*
10. *SNMPv3* on *page 155*

Security @ Xerox

For the latest information on securely installing, setting up and operating your machine see the Xerox Security Information web site located at www.xerox.com/security.

Standard Authentication

Overview

Administrators can configure the machine so that users must be authenticated and authorized before they can access specific services or areas. When LDAP is configured, the machine can automatically retrieve the authenticated User 's e-mail address.

Open Authentication

When no authentication services are enabled users can access features without restriction. Open Authentication is the default configuration for the machine.

Network Authentication

Authentication is used to verify that a User accessing the machine is a valid User. The User's authentication details are verified either remotely by a network authentication server,

locally by an internal database stored in the machine, or by a card reader or authentication solution with the Xerox Secure Access feature.

The Administrator can select one of these environments to provide network authentication:

- Kerberos (Unix, Linux)
- Kerberos (Windows ADS)
- SMB (Windows NT 4)
- SMB (Windows ADS)
- LDAP

User's are required to enter at least a user name and password based on the authentication environment.

Local Authentication

The System Administrator can set up a list of user accounts that are defined locally on the machine.

Guest Access

The System Administrator can define a passcode which users enter at the machine to gain access. Guest Access can be enabled with Network Authentication. Users then have the option to enter their Username or the guest account at the machine.

Foreign Device Interface (FDI)

A third party access and accounting device such a coin-operated or a card reader can be attached to the machine. To enable this option, the Foreign Device Interface kit must be installed. Follow the installation instructions which are supplied with the kit.

Once the FDI kit is installed, the Administrator must enable the FDI using CentreWare Internet Services.

Authentication and Accounting

Authentication works independently of any accounting access that is enabled on the machine. If an accounting feature requires a user to enter account details, this will be required in addition to the authentication service that has been enabled.

Authentication Type

This menu specifies the method that you will use to authenticate Users. The 2 options are:

- Require Network Authentication.
- Require Local Authentication.

Information Checklist

1. Ensure that the Xerox machine is fully functional on the network.
   TCP/IP and HTTP protocols must be configured so that Internet Services can be accessed.

2.   Ensure that the Authentication Server to be used is functional on your network. Refer to your manufacturer's documentation for instructions to complete this task.

There are 3 steps to the Network Authentication set up:

1.   Enable Network Authentication or Network Authentication with Guest Access.

2.   Configure the machine with the server details that you will use for authentication.

3.   For further instructions, go to the relevant page to select the server environment you will be using to authenticate users.

- Kerberos (Unix, Linux) on *page 133*
- Kerberos (Windows ADS) on *page 134*
- SMB (Windows NT 4) on *page 135*
- SMB (Windows ADS) on *page 134*
- LDAP (Lightweight Directory Application Protocol) on *page 136*

Configure Network Authentication - Kerberos (Unix/Linux)

1.   At your Workstation, open the web browser, enter the *TCP/IP Address* of the machine in the Address bar.

2.   Press **[Enter]**.

3.   Click on the **[Properties]** tab.

4.   Click on the **[Security]** link.

5.   Click on the **[Authentication]** link.

6.   Click on the **[Authentication]** link.

7.   Click on **[Require Network Authentication]**.

8.   To allow guests to access the machine, select the **[Allow Guest Access]** option and enter the required **[Passcode]** for the guest account.

    NOTE: You cannot leave the Passcode blank.

9.   Click on **[Kerberos (Unix, Linux)]** under **Authentication Type** in the **General** area.

10.   Click on the **[OK]** button, if an alert message appears.

11.   Enter your Default Realm information in the **[Required Information]** area.

12.   Enter your Backup Realm information in the **[Additional Information]** area.

13.   If the **[Alternates...]** button is available, enter the details of additional alternate realms the system should use for authentication.

14.   Click on **[Always prompt for logoff after each Scan job]**, in the **Logoff Reminder** area, if you want to enable this service.

15.   Click on the **[Apply]** button to accept the changes.
    If prompted, enter the Administrator's *User ID* **[admin]** and *Password* **[1111]**, and click on **[Login]**.

16. Follow the steps in *Verify that LDAP Authentication is enabled at the machine* on *page 137* to check that you have setup authentication correctly.

Configure Network Authentication - Kerberos (Windows ADS)

1. At your Workstation, open the web browser, enter the *TCP/IP Address* of the machine in the Address bar.
2. Press **[Enter]**.
3. Click on the **[Properties]** tab.
4. Click on the **[Security]** link.
5. Click on the **[Authentication]** link.
6. Click on the **[Authentication]** link.
7. Click on **[Require Network Authentication]**.
8. To allow guests to access the machine, select the **[Allow Guest Access]** option and enter the required **[Passcode]** for the guest account.

   NOTE: You cannot leave the Passcode blank.

9. Select the **[Kerberos (Windows ADS)]** option as the Authentication Type.
10. Click on **[OK]**.
11. Enter your *Default Realm* information in the **[Required Information]** area.
12. Enter your *Backup Realm* information in the **[Additional Information]** area.
13. If the **[Alternates...]** button is available, enter the details of additional alternate realms the system should use for authentication.
14. Click on **[Always prompt for logoff after each Scan job]**, in the **Logoff Reminder** area, if you want to enable this service.
15. Click on the **[Apply]** button to accept the changes.
    If prompted, enter the Administrator's *User ID* **[admin]** and *Password* **[1111]**, and click on **[Login]**.
16. Follow the steps in *Verify that LDAP Authentication is enabled at the machine* on *page 137* to check that you have setup authentication correctly.

Configure Network Authentication - SMB (Windows NT 4)

1. At your Workstation, open the web browser, enter the *TCP/IP Address* of the machine in the Address bar.
2. Press **[Enter]**.
3. Click on the **[Properties]** tab.
4. Click on the **[Security]** link.
5. Click on the **[Authentication]** link.
6. Click on the **[Authentication]** link.

7. Click on **[Require Network Authentication]**.

8. To allow guests to access the machine, select the **[Allow Guest Access]** option and enter the required **[Passcode]** for the guest account.

   NOTE: You cannot leave the Passcode blank.

9. Select the **[SMB (Windows NT 4)]** option as the Authentication Type.

10. Click on **[OK]**.

11. Enter the **[Domain]** name within the **[Required Information]** area.

    NOTE: If the Primary Domain Controller to which the users are to be authenticated resides on a different subnet from the machine, select the Optional Information checkbox and enter the IP address or Host Name of the Primary Domain Controller. This is done because the SMB broadcast cannot get through a router unless the router is configured to allow it. Entering the IP address or Host Name will allow the authentication request through the router.

12. Enter your *Backup Domain* information in the **[Additional Information]** area.

13. Select the **[Always prompt for logoff after each Scan job]** option, in the **Logoff Reminder** area, if you want to enable this feature.

14. Click on the **[Apply]** button to accept the changes.
    If prompted, enter the Administrator's *User ID* **[admin]** and *Password* **[1111]**, and click on **[Login]**.

15. Follow the steps in *Verify that LDAP Authentication is enabled at the machine* on *page 137* to check that you have setup authentication correctly.

Configure Network Authentication - SMB (Windows ADS)

1. At your Workstation, open the web browser, enter the *TCP/IP Address* of the machine in the Address bar.

2. Press **[Enter]**.

3. Click on the **[Properties]** tab.

4. Click on the **[Security]** link.

5. Click on the **[Authentication]** link.

6. Click on the **[Authentication]** link.

7. Click on **[Require Network Authentication]**.

8. To allow guests to access the machine, select the **[Allow Guest Access]** option and enter the required **[Passcode]** for the guest account.

   NOTE: You cannot leave the Passcode blank.

9. Select the **[SMB (Windows ADS)** option as the Authentication Type.

10. Click on **[OK]**.

11. Enter your *Default Domain* information in the **[Required Information]** area.

NOTE: If the Primary Domain Controller to which the users are to be authenticated resides on a different subnet from the machine, select the Optional Information checkbox and enter the IP address or Host Name of the Primary Domain Controller. This is done because the SMB broadcast cannot get through a router unless the router is configured to allow it. Entering the IP address or Host Name will allow the authentication request through the router.

12. Enter your *Backup Domain* information in the **[Additional Information]** area.

13. Select the **[Always prompt for logoff after each Scan job]** option, in the **[Logoff Reminder]** area, if you want to enable this service.

14. Click on the **[Apply]** button to accept the changes.
    If prompted, enter the Administrator's *User ID* **[admin]** and *Password* **[1111]**, and click on **[Login]**.

15. Follow the steps in *Verify that LDAP Authentication is enabled at the machine* on *page 137* to check that you have setup authentication correctly.

Configure Network Authentication - LDAP

Authentication for LDAP requires the LDAP server information to be configured on the machine. For instructions, see *Chapter 8*, *Create a Local Address Book* on *page 88*.

Procedure

1. At Your Workstation, open the web browser, enter the *TCP/IP Address* of the machine into the Address bar.

2. Press **[Enter]**.

3. Click on the **[Properties]** tab.

4. Click on the **[Security]** link.

5. Click on the **[Authentication]** link.

6. Click on the **[Authentication]** link.

7. Select the **[Require Network Authentication]** option.

8. To allow guests to access the machine, select the **[Allow Guest Access]** option and enter the required **[Passcode]** for the guest account.

   NOTE: You cannot leave the Passcode blank.

9. Select the **[LDAP]** option as Authentication Type.

10. Select the **[Always prompt for logoff after each Scan job]** option, in the **Logoff Reminder** area, if you want to enable this service.

11. Click on the **[Apply]** button to accept the changes.
    If prompted, enter the Administrator's *User ID* **[admin]** and *Password* **[1111]**, and click on **[Login]**.

12. Click on **[OK]**.

13. Follow the steps below to check that you have setup authentication correctly.

Verify that LDAP Authentication is enabled at the machine

1. Touch **[E-mail]**.

    NOTE: It may be necessary to press the **<Services Home>** button first.

2. You will be prompted to enter your username and password. Enter an account that is valid on the Authentication Server.

3. Touch **[Enter]**. The E-mail feature should become accessible.

Configure Local Authentication

Information Checklist

1. Ensure that the machine is fully functional on the network.

2. Ensure that the TCP/IP and HTTP protocols are configured on the machine and fully functional. This is required to access CentreWare Internet Services to configure Network Authentication. The Internet Services function is accessed through the embedded HTTP server on the machine and allows System Administrators to configure Authentication settings by using an Internet browser.

Procedure

1. At your Workstation, open the web browser, enter the *TCP/IP Address* of the machine into the Address bar.

2. Press **[Enter]**.

3. Click on the **[Properties]** tab.

4. Click on the **[Security]** link.

5. Click on the **[Authentication]** link.

6. Click on the **[Authentication]** link.

7. Select the **[Require Local Authentication]** option.

8. Scroll down the page and click on **[Always prompt for logoff after each scan job]**, in the **Logoff Reminder** area, if you want to enable this service.

9. Click on **[Apply]**.

10. Click on **[OK]**.

Create User Accounts

1. Within the Authentication menu on the left hand side of the Internet Services screen, click on the **[Local Auth Users]** link.

2. Within the **User Accounts** area, click on **[Add New]** to create a new user account.

3. Enter a name to identify the User account in the **[Username]** field.

4. Enter the login name for the User account in the **[User Login Name]** field.

5. Enter the password for the User account in the **[Password]** field.

6.   Re-type the password in the **[Retype Password]** field.

7.   Enter the user's e-mail address in the **[E-mail Address]** field.

8.   Enter the user's phone number in the **[Phone Number]** field.

9.   Click on **[Apply]** to add the new User.

10. You can export the list of User accounts to your computer and then open and make changes to the file in an application that supports comma separated values .CSV files, for example Microsoft Excel:

   a) Click on the **[Export to File]** button within the **[User Accounts]** area.

   b) Select a location on your computer where you want to save the list. It is recommended that you save the user account list in case of a problem with the machine.

   c) Open the **[.csv]** file to edit the list of user accounts. Up to 5000 user accounts can be created.

11. To upload the amended list back to the machine:

   a) Click on the **[Import from File]** button within the **[User Accounts]** area.

   b) Browse to the location of the list and click on **[Apply]**. The list will populate the **User Accounts** area.

12. Follow the steps below.

Verify that Local Authentication is enabled at the machine:

13. Select a feature tab, such as Network Scanning or E-mail.

   NOTE: It may be necessary to press the **<Services Home>** button first.

14. Enter a local user account and password.

15. Touch **[Enter]**. The optional feature should become accessible.

802.1X Authentication

This is the procedure to follow to install and setup 802.1X Authentication:

1.   *Overview* on *page 138*

2.   *Information Checklist* on *page 139*

3.   *Enable 802.1X* on *page 139*

Overview

The Xerox machine supports IEEE 802.1X Authentication via Extensible Authentication Protocol (EAP). IEEE 802.1X ensures all machines on the network are authenticated and authorized to use the network. 802.1X can be enabled for machines connected through wired Ethernet networks.

The Administrator can configure the machine to use one EAP type. EAP types supported on the Xerox machine are:

- EAP-MD5
- PEAPv0/EAP-MS-CHAPv2
- EAP-MS-CHAPv2

Information Checklist

1. 802.1X authentication must be supported on the network where Xerox machines are connected.
2. Ensure that your 802.1X Authentication Server and authentication switch are available on the network.
3. Create a Username and Password on your Authentication Server which will be used to authenticate the machine.

   NOTE: Write down the Username and Password and keep in a safe place.

Enable 802.1X

1. Press the **<Log In/Out>** button on the machine to enter the Tools Pathway.
2. Enter the Administrator's *Password*. The default is **1111**.
3. Touch **[Enter]**.
4. Press the **<Machine Status>** button.
5. Touch the **[Tools]** tab.
6. Touch **[Connectivity & Network Setup]**.
7. Touch **[Advanced].**
8. Touch **[Network Setting]**
9. Touch **[802.1X]**.
10. Touch **[Enable]**.
11. Touch the *EAP type* used on your network.
12. Touch the keyboard button.
13. Enter the *Username* required by your authentication server.
14. Touch **[Enter]**.
15. Enter the *Password* required by your authentication server.
16. Touch **[Enter]**.
17. Touch **[Save]**.

Enable 802.1X using the CentreWare Internet Service

1. At your Workstation, open the web browser, enter the *TCP/IP Address* of the machine into the Address bar.

---

2.   Press **[Enter]**.

3.   Click on the **[Properties]** tab.

4.   Click on the **[Security]** link.

5.   Select **[802.1X]** in the directory tree.

6.   Under the 802.1X area, checkmark the **[802.1X]** enable box.

7.   Select the **[Authentication Method]** from the drop-down menu.

8.   In the Credentials area, enter details for the **[Username]** and **[Password]**.

9.   Click on the **[Apply]** button to confirm selection.

Image Overwrite Security

Overview

Image Overwrite Security protects against unauthorized retrieval of confidential data from the machine by removing image data that is left when jobs are processed. When started, all of the physical areas of the hard disks holding job data are overwritten with a series of alphanumeric patterns.

There are 2 image overwriting security methods available for purchase from your Xerox Sales Representative:

On Demand Image Overwrite (ODIO)

This is the procedure to follow to install and setup the On Demand Image Overwrite security feature:

Overview

On Demand Image Overwrite is a security measure for customers who are concerned about unauthorised access and duplication of classified or private documents.

The On Demand Image Overwrite feature provides an on demand facility for a system administrator to erase all residual image data from the network controller memory of the machine by overwriting those areas used by the machine to spool and temporarily store image data.

NOTE: When ODIO is initiated, the machine is taken offline until the overwrite is completed and any existing jobs in the queue are terminated, including print, fax and LAN fax jobs.

Standard and Full Overwrite

ODIO has the ability to perform Standard and Full Overwrites:

- Standard ODIO will overwrite all jobs stored in image data as well as fax card image data. Standard ODIO will not overwrite fax mailbox, Poll store (mailbox 0) and dial directory information, or folders created with the Save Job for Reprint feature, if these features are installed on the machine. Standard overwrite takes about 30 minutes.

- Full ODIO will overwrite and delete all fax image data, including mailboxes, Poll store and dial directories on the fax card. Full ODIO will also overwrite any images that have been stored in folders created with the Save Job for Reprint feature. Full overwrite takes approximately 160 minutes to complete.

Information Checklist

Before starting the Installation procedure, please ensure that the following item or task is available or has been performed:

1. Ensure that the machine is fully functioning in its existing configuration.
2. Verify if the Image Overwrite option is enabled on your machine.

Verify if On Demand Image Overwrite is enabled on your machine

1. At the machine, press the **<Log In/Out>** button.
2. Enter the Administrator's *Password*. The default is **1111**.
3. Touch **[Enter]**.
4. Press the **<Machine Status>** button.
5. Touch the **[Tools]** tab.
6. Touch **[User Interface]**.
7. Touch **[Service Enablements]**.
8. Touch **[On Demand Image Overwrite]** button.
9. Touch **[Enable]**.
10. Touch **[Save]**.
11. Press the **<Log In/Out>** button.
12. Touch **[Logout]** to exit the Tools Pathway.

Use On Demand Image Overwrite at the Machine

This procedure will overwrite the image data that remains in the machine after the completion of a job.

NOTE: All existing jobs, regardless of their state, shall be deleted and all job submission will be prohibited for the duration of the overwrite.

IMPORTANT: The machine should not be in Diagnostics mode when the overwrite is started. (The touch screen indicates a status of 'Diagnostics Mode'- this mode is used by the Customer Service Representative when servicing the machine.)

IMPORTANT: Whilst an Overwrite is in progress, the machine should not be used to perform any jobs and the power should not be switched off.

1. Press the **<Log In/Out>** button on the machine to enter the Tools Pathway.

2. Enter the Administrator's *Password*. The default is **1111**.

3. Touch **[Enter]**.

4. Press the **<Machine Status>** button.

5. Touch the **[Tools]** tab.

6. Touch **[Security Setting]**.

7. Touch **[Image Overwrite Security]**.

8. Touch **[On Demand Image Overwrite]**.

9. Touch **[Standard/Full Overwrite]** button to switch between the 2 options.

    NOTE: A Full Overwrite will overwrite all image data, fax mailboxes, dial directories and images stored in Save Job for Reprint folders.

10. Touch **[Overwrite Now]**.

11. The **[Overwrite Confirmation]** screen will appear. Touch **[Overwrite]** button to begin, or touch **[Cancel]** to cancel On Demand Image Overwrite. The machine will be taken offline and will be unable to receive any incoming jobs. The Image Overwrite will proceed to overwrite all image data on the hard disk. If Embedded Fax is installed, all Embedded Fax compact flash data will also be overwritten.

12. When the overwrite is complete, the **[On Demand Image Overwrite]** completion screen appears.

13. Touch **[Close]**.

14. The Disk Overwrite Confirmation Report will print. This details the status and time of the overwrite.

15. The Network Controller will then reboot and network functionality will be unavailable for several minutes.

16. Once the machine has rebooted, verify that the overwrite operation has completed:

    a) View the Confirmation Report, under Confirmation Details. The **[Job Information: Status ESS Disk]** parameter should read 'SUCCESS'.

Use the Feature over the Network

When the machine has a Network Controller and is connected over the network, it is possible to run the Image Overwrite function using a web browser. This is performed using Internet Services.

NOTE: All existing jobs, regardless of their state, shall be deleted and all job submission will be prohibited for the duration of the overwrite.

IMPORTANT: The machine should not be in Diagnostics mode when the overwrite is started. (The touch screen indicates a status of 'Diagnostics Mode'- this mode is used by the Customer Service Representative when servicing the machine.)

IMPORTANT: Whilst an Overwrite is in progress, the machine should not be used to perform any jobs and the power should not be switched off.

Information Checklist

Before starting the Installation procedure, please ensure that the following items are available and/or the tasks have been performed:

1. Ensure that the machine is fully functioning on the network.

2. Ensure that the TCP/IP and HTTP protocols are configured on the machine and fully functional. This is required to access CentreWare Internet Services. The Internet Services function is accessed through the embedded HTTP server on the machine.

3. Ensure that no one is currently using the machine.

Procedure

1. At your Workstation, open the web browser, enter the *TCP/IP Address* of the machine that you wish to copy the cloned settings to, in the Address bar.

2. Press **[Enter]**.

3. Click on the **[Properties]** tab.

4. Click on the **[Security]** link.

5. Click on the **[On Demand Image Overwrite]** link.

6. Click on **[Manual]** to perform an overwrite now.

7. Click on **[Start]** under Standard Overwrite or Full Overwrite depending on the overwrite you want to perform.

8. Click on **[OK]**.
   If prompted, enter the Administrator's *User ID* **[admin]** and *Password* **[1111]**, and click on **[Login]**.

9. The **On Demand Image Overwrite** screen will appear. The machine will be taken offline and will be unable to receive any incoming jobs. The Image Overwrite will proceed to overwrite all image data on the hard disk. If Embedded Fax is installed, all Embedded Fax compact flash data will also be overwritten.

10. Following completion of the overwrite, the On Demand Image Overwrite Completion screen appears.

11. Click on the **[Close]** button.

12. The Disk Overwrite Confirmation Report will print. This details the status and time of the overwrite.

13. The Network Controller will then reboot and network functionality will be unavailable for several minutes.

14. Once the machine has rebooted, verify that the overwrite operation has completed:

    • View the Confirmation Report, under Confirmation Details. The **[Job Information: Status ESS Disk]** parameter should read 'SUCCESS'.

Scheduled On Demand Image Overwrite

1. At your Workstation, open the web browser, enter the *TCP/IP Address* of the machine that you wish to copy the cloned settings to, in the Address bar.

2. Press **[Enter]**.

3. Click on the **[Properties]** tab.

4. Click on the **[Security]** link.

5. Click on the **[On Demand Image Overwrite]** link.

6. Click on **[Scheduled]** in the directory tree.

7. Select either **[Standard Overwrite]** or **[Full Overwrite]** depending on the overwrite you want to perform.

8. Select either **[Daily]**, **[Weekly]** or **[Monthly]** from the *Frequency* drop-down menu to specify the frequency for the overwrite.

9. If you select **[Daily]** overwrites, enter the time of the day that you want the overwrite to happen.

10. If you select **[Weekly]** overwrites, select the which day of the week and the time of the day you want the overwrite to happen.

11. If you select **[Monthly]** overwrites, select the day of the month and the time of the day you want the overwrite to happen.

12. Click on the **[Apply]** button. The machine will be taken offline at the day or time specified to perform the overwrite.

Immediate Image Overwrite

Overview

Immediate Image Overwrite (IIO) provides a facility to overwrite jobs from the image disk in the same way as On Demand Image Overwrite. However, IIO performs an overwrite on a job by job basis, immediately after each job has been processed. For machines with network connectivity, all jobs that pass through the machine are immediately overwritten. For machines without network connectivity and which have Embedded Fax installed, all fax jobs are immediately overwritten.

NOTE: Copy jobs are not stored on the machine's image disk in the same way as other types of jobs, so they do not need to be overwritten.

Once enabled, the feature becomes immediately operational and requires no configuration by the System Administrator.

Information Checklist

Before starting the Installation procedure, please ensure that the following item or task is available or has been performed:

1. Ensure that the machine is fully functioning in its existing configuration before you enable Immediate Image Overwrite.

Enable the IIO

By default, this security feature is disabled.

1. Press the **<Log In/Out>** button on the machine to enter the Tools Pathway.
2. Enter the Administrator's *Password*. The default is **1111**.
3. Touch **[Enter]**.
4. Press the **<Machine Status>** button.
5. Touch the **[Tools]** tab.
6. Touch **[Security Setting]**.
7. Touch **[Image Overwrite Security]**.
8. Touch **[Immediate Overwrite]**.
9. Touch **[Enable]**.
10. Touch **[Save]**.
11. Press the **<Log In/Out>** button.
12. Touch **[Confirm]** to exit the Tools Pathway.

NOTE: When IIO is enabled, the feature becomes immediately operational and requires no further configuration by the System Administrator.

Test Immediate Image Overwrite

When Immediate Image Overwrite is configured on the machine any job that is overwritten will have its overwrite status displayed in the Completed Jobs queue details window.

1. Ensure a job is created in the queue after you have installed Immediate Image Overwrite by using either the E-mail or Network Scanning features. Alternatively, send a print job to the machine.
2. Press **<Job Status>**.
3. Touch a job in the queue.
4. View the Job Overwrite Status. The Job Overwrite Status will show 'Successful' if Immediate Image Overwrite is enabled.
5. Touch **[Close]**.

Immediate Image Overwrite Error

If a failure occurs when Immediate Image Overwrite is performed, the machine will display an **[Immediate Image Overwrite Error]** message.

1. Perform an On Demand Image Overwrite to ensure that the residual image data is overwritten from the machine. View the instructions in the *On Demand Image Overwrite (ODIO)* on *page 140* to complete this task.

IP Filtering

Overview

The IP Filtering is a security feature that allows you to control access to Internet Services. IP Filtering allows you to prevent unauthorized access by TCP/IP (Transmission Control Protocol/Internet Protocol).

The IP Filtering feature provides security to the machine, by allowing you to register the IP addresses permitted to communicate with the machine.

Enable IP Filtering

1. At your Workstation, open the web browser, enter the *TCP/IP Address* of the machine into the Address bar.

2. Press **[Enter]**.

3. Click on the **[Properties]** tab.

4. Click on the **[Security]** link.

5. Click on the **[Authentication]** link.

6. Select **[IP Filtering]** in the directory tree.

For IPv4 Filtering

7. Checkmark the **[IPv4 Filtering Enabled]** box.

8. Enter the permittable **IP Address(es)** access to the device in the following IP Address table.

    Enter in the IP address or a IP address range by using an asterisk (*) as a wild-card character, for example:

    - 192.246.238.* is used to reference a subnet of host address.

    - 192.246.* is used to reference a wider subnet of host address.

    - 192.* is used to reference the widest subnet of host address

9. Click on the **[Apply]** button to accept changes.

10. If prompted, enter the Administrator's *User ID* **[admin]** and *Password* **[1111]**, and click on **[Login]**.

11. Click on **[OK]**.

For IPv6 Filtering

12. Checkmark the **[IPv6 Filtering Enabled]** box.

13. Enter the permittable **IP Address(es)** access to the device in the following IP Address table.

    Enter the IPv6 address in form of CIDR convention. Prefix indicates the number of leftmost bits to be referenced, for example:

- 2001:DB8:1234:215:215:99FF:FE04:D345 / 128 is used to reference a complete address.
- 2001:DB8:1234:215:215:99FF:FE04:D345 / 64 is used to reference prefix address consisted of leftmost 64 bits only.
- 2001:DB8:1234:215:215:99FF:: / 80 is used to reference prefix address consisted of leftmost 80 bits only.

14. Click on the **[Apply]** button to accept changes.
15. If prompted, enter the Administrator's *User ID* **[admin]** and *Password* **[1111]**, and click on **[Login]**.
16. Click on **[OK]**.

IP Sec

IP Sec (IP Security) is comprised of the IP Authentication Header and IP Encapsulating Security Payload protocols, that secure IP communications at the network layer of the protocol stack, using both authentication and data encryption techniques. The ability to send IP Sec encrypted data to the printer is provided by the use of a public cryptographic key, following a network negotiating session between the initiator (client workstation) and the responder (printer or server). To send encrypted data to the printer, the workstation and the printer have to establish a Security Association with each other by verifying a matching password (shared secret) to each other. If this authentication is successful, a session public key will be used to send IP Sec encrypted data over the TCP/IP network to the printer. Providing additional security in the negotiating process, SSL (Secure Sockets Layer protocols) are used to assure the identities of the communicating parties with digital signatures (individualized checksums verifying data integrity), precluding password guessing by network sniffers.

Enable IP Sec

This procedure requires that you have a Shared Secret available.

IP Sec cannot be enabled until SSL (Secure Sockets Layer) is enabled on the machine.

1. At your Workstation, open your Web browser and enter the *TCP/IP Address* of the machine in the Address bar.
2. Press **[Enter]**.
3. Click on the **[Properties]** tab.
4. Click on the **[Security]** link.
5. Select the **[IP Sec]** in the directory tree.
6. Enable the **Protocol** by placing a checkmark in the **[Enabled]** box.
7. Enter the a password in the **[Shared Secret]** and **[Verify Shared Secret]** boxes.
8. Checkmark **[Select to save new Shared Secret]** box.
9. Click on the **[Apply]** to save settings.

Audit Log

The Audit Log is a list of activities that have been completed at the machine and is displayed in a raw text format. The Internet Services Audit Log screen allows the administrator to enable the machine to download an audit log.

IMPORTANT: Audit Log cannot be enabled until SSL (Secure Sockets Layer) is enabled on the machine. To enable SSL on a machine, the machine needs to have a Server Certificate. For instructions to set up a Server Certificate, see *Machine Digital Certificate Management & Trusted Certificate Authorities on page 150*.

Enable and Download the Audit Log

1. At your Workstation, open the web browser, enter the *IP Address* of the machine in the Address bar.

2. Press **[Enter]**.

3. Click on the **[Properties]** tab.

4. Click on **[Security]** link.

5. Click on the **[Audit Log]** checkbox.

6. Click on **[OK]**.

7. Click on the **[Apply]**.

8. To view the log, click on the **[Save as Text File]**. The Audit Log information is compiled.
    Right-click on the **[Download Log]** link to save to a local client.

9. The Audit Log is saved as **[Auditfile.txt.gz]**. This is a text file compressed as a GZIP file.

10. Open the **[Auditfile.txt.gz]** compressed file.

11. The Auditfile.text is a raw text file. To view the Audit Log as tab-delimited text, open the Auditfile.txt document in an application that can import text as a tab-delimited document, such as Microsoft$^®$ Excel.

View the Audit Log File

Event ID

A unique value that identifies the entry. The following list shows the ID number allocated to each type of activity displayed in the Audit Log:

1 = System startup

2 = System shutdown

3 = On Demand Image Overwrite started

4 = On Demand Image Overwrite complete

5 = Print job

6 = Network Scan job

7 = Server Fax job

8 = IFAX

9 = Email job

10 = Audit Log Disabled

11 = Audit Log Enabled

12 = Copy

13 = Embedded Fax

14 = Print/Fax driver LAN Fax job

15 = Data Encryption

16 = Scheduled ODIOD Standard started#

17 = Scheduled ODIO Standard complete

18 = Scheduled ODIO Full started

19 = Scheduled ODIO Full complete

20 = Scan to Mailbox job

21 = Delete File/Dir (CPSR)

22 = USB

23 = Scan to Home

24 = System Configuration Data Changes

Event Description

The Audit Log contains a maximum list of the last 15,000 activities on the machine. The activities that are displayed include:

- System startups and shutdowns.
- On demand image overwrites completed.
- Jobs completed.
- Embedded Fax jobs.
- Store Files jobs.
- Accounting information.

Network Scanning jobs - one scan to file audit log entry is recorded for each network destination within the scan job.

Server Fax jobs - one audit log entry is recorded for each job.

E-mail jobs - one audit log entry is recorded for each SMTP recipient within the job.

Completion Status

The Completion Status column shows the status of jobs and has the following values:

- comp-normal - the job completed correctly.

- comp-deleted - the job was deleted.

- comp-terminated - the job was cancelled.

Identify the PC or User

To record the User's name in the Audit Log, Network Authentication must be configured on the Xerox machine.

IIO Status

If IIO (Immediate Image Overwrite) is enabled, this column will show the status of overwrites completed on each job.

Entry Data

This column contains any additional data that is recorded for an Audit Log entry, for example:

- Machine name.

- Job name.

- Username.

- Accounting Account ID (when Network Accounting is enabled).

Machine Digital Certificate Management & Trusted Certificate Authorities

This is the procedure to follow to install and setup the Machine Digital Certificate Management:

1. see *Overview on page 150*
2. *see Information Checklist on page 151*
3. *Access the Machine Digital Certificate Management Screen* on *page 151*
4. *Create a Self Signed Certificate* on *page 151*
5. *Create a Request for a Certificate signed by a Trusted Certificate Authority* on *page 152*
6. *Enable Secure HTTP (SSL)* on *page 153*

Overview

The machine can be configured for secure access with the SSL (Secure Socket Layer) protocol via Digital Certificates. SSL enables secure access to the machine.

SSL requests include:

- Administration of the machine via Internet Services.

- Printing via Internet Services.

- Use of Scan Template Management services.

- Network Accounting configuration.

To enable SSL on a machine, it needs to have its own digital certificate. When clients make a request to the device, it exports the certificate to provide an encrypted channel.

There are 2 options available to obtain a server certificate for the machine:

- Have the machine create a Self Signed Certificate

- Create a request to have a Certificate Authority sign a certificate that can be uploaded to the machine.

A self-signed certificate means that the machine signs its own certificate as trusted and creates the public key for the certificate to be used in SSL encryption.

A certificate from a Certificate Authority or a server functioning as a Certificate Authority (for example Windows 2000 running Certificate Services) can be uploaded to the machine.

NOTE: A separate request is required for each Xerox machine.

Information Checklist

Ensure that the machine is configured with the following items:

1. An IP Address or Host Name must be configured on the machine.

2. DNS must be enabled and configured on the machine.

   NOTE: This is used to set the start time for self signed certificates.

Access the Machine Digital Certificate Management Screen

1. At your Workstation, open the web browser, enter the *IP Address* of the machine in the Address bar.

2. Press **[Enter]**.

3. Click on the **[Properties]** tab.

4. Click on the **[Security]** link.

5. Click on the **[Machine Digital Certificate]** link.

6. Click on **[Create New Certificate]**.

You have the option to create a Self-signed Certificate for the machine, or download a request for a certificate to be signed by a Certificate Authority.

Create a Self Signed Certificate

7. Click on **[Self Signed Certificate]**.

8. Click on **[Continue]**.

9. Enter the *Country Code* that represents the country in which the machine is located, in the **[2 Letter Country Code]** box. The country code must be entered as a two-character ISO 3166 country code.

   If required, enter details for the **[State/Province Name]**, **[Locality Name]**, **[Organization Name]** and **[Organization Unit]**. Information entered for these options should describe the machine as per the X500 directory scheme but can be any value which is meaningful to the customer to identify the machine.

NOTE: The Common Name is taken from the machine's IP Address/Host Name and Domain Name.

10. Enter the **[E-mail Address]** of the Administrator who is responsible for the secure management of the machine.

11. In the **[Days of Validity]** box, enter the number of days that the certificate should be valid. Once the specified time is reached, the certificate will expire.

    NOTE: The start time is based on the current machine system time so it is important that the time is set correctly on the machine.

12. Click on the **[Apply]** button to accept the changes.
    If prompted, enter the Administrator's *User ID* **[admin]** and *Password* **[1111]**, and click on **[Login]**.

13. If successful, the Current Status area will display the message, "A Self Signed Certificate is established on this machine.

Follow the steps in *Enable Secure HTTP (SSL)* on *page 153*.

Create a Request for a Certificate signed by a Trusted Certificate Authority

1. In the **Machine Digital Certificate Management** screen, click on **[Certificate Signing Request]**.

2. Click on the **[Continue]** button.

3. Enter the country code that represents the country in which the machine is located, in the **[2 Letter Country Code]** box. The country code must be entered as a two-character ISO 3166 country code.

    If required, enter details for the **[State/Province Name]**, **[Locality Name]**, **[Organization Name]** and **[Organization Unit]**. Information entered for these options should describe the machine as per the X500 directory scheme but can be any value which is meaningful to the customer to identify the machine.

    NOTE: The Common Name is taken from the machine IP Address/Host Name and Domain Name.

4. Enter the **[E-mail Address]** of the Administrator who is responsible for the secure management of the machine.

5. Click on the **[Apply]** button to accept the changes.
    If prompted, enter the Administrator's *User ID* **[admin]** and *Password* **[1111]**, and click on **[Login]**.

6. The **[Certificate Signing Request (CSR)]** form will appear.

7. Right-click on the **[Right-click to save this certificate...]** link.

8. Click on **[Save Target As...]** and save the file to your computer. The file is saved as a simple text file, named csr.pem (Privacy Enhanced Mail).

9. Send the file to your Certificate Authority for digital signing.

10. When you receive the signed certificate back from the Certificate Authority, upload the certificate to the machine:

a) Return to the **Machine Digital Certificate Management** screen in the Internet Services Security menu.

b) Click on **[Upload Signed Certificate]**.

c) Browse to the signed certificate file on your PC and click on the **[Open]** button.

d) Click on the **[Upload Certificate]** button.

e) If successful, the Current Status will display the message "A Signed Certificate is established on this machine."

NOTE: For the upload to be successful, the signed certificate must match the CSR created by the machine and must be in a format that the machine supports.

11. To view installed certificates, click on the **[Trusted Certificate Authorities]** link in the Internet Services menu. The installed certificate will appear in the list.

Enable Secure HTTP (SSL)

Once the machine has a machine Server Certificate, you can enable secure HTTP.

1. In the **Internet Services Properties** menu, click on the **[Connectivity]** link.
2. Click on the **[Protocols]** link.
3. Click on the **[HTTP]** link.
4. Click on the **[Enable]** checkbox in the **Protocol** area.
5. Enter the HTTP **[Port Number]** if required. The default is 80.
6. Select the **[Require SSL]** option in the **[HTTP Security Mode]** drop-down menu.
7. Click on the **[Apply]** button to accept the changes.
   If prompted, enter the Administrator's *User ID* **[admin]** and *Password* **[1111]**, and click on **[Login]**.
8. Close your web browser and then access the Internet Services screen again. The Security warning will display. Self-signed certificates causes browsers to display messages which question the trust of the certificate. Click on the **[OK]** button to continue.

SNMP

SNMP (Simple Network Management Protocol) settings can be configured via Internet Services.

1. At your Workstation, open the web browser, enter the *TCP/IP Address* of the machine in the Address bar.
2. Press **[Enter]**.
3. Click on the **[Properties]** tab.
4. Click on the **[Connectivity]** link.
5. Click on the **[Protocols]** link.

6. Click on the **[SNMP]** link.

7. Click on the **[Enable]** checkbox.

Edit SNMP settings

8. Click on the **[Edit]** button.
    If prompted, enter the Administrator's *User ID* **[admin]** and *Password* **[1111]**, and click on **[Login]**.

9. Enter the **[GET Community Name]** and **[SET Community Name]** details under the **Community Names** area.

NOTE: If you change the GET and/or SET Community Names, you must change all network applications that are communicating via SNMP with this machine to use the new GET/SET names.

10. Enter a name for the default **[TRAP Community Name]**. The default is SNMP_trap. The Default TRAP community name is used to specify the default community name for all traps generated by this machine. A trap is a notification of an event.

11. Click on the **[Enable]** checkbox to enable **[Authentication Failure Generic Traps]**. When the **[Authentication Failure Generic Traps]** is enabled, the machine will generate a trap for every SNMP request that is received by the machine which contains an invalid community name.

12. Click on the **[Apply]** button to accept changes, **[Cancel]** to return the settings to their previous values and return to the SNMP Properties screen, or **[Undo]** to return the settings to their default values but remain in the Community Names screen.

Trap Destination Addresses

You can specify Trap Destination Addresses.

13. In the **Trap Destination Addresses** area click **[Add IP Address]**.

14. Enter the **[IP Address]** and **[UDP Port Number]** in the **IP Trap Destination Address** area.

15. In the **Traps** area, enter the name in the **[TRAP Community Name]** box.

16. Select the Traps to be received. The Traps are:

    *   Printer Traps.

    *   Cold Start Generic Traps.

    *   Warm Start Generic Traps.

    *   Authentic Failure Generic Traps.

    NOTE: When Authentication Failure Generic Trap is enabled, the machine will generate a trap for every SNMP request that is received by the machine which contains an invalid community name.

17. Click on the **[Apply]** button to accept the changes.
    If prompted, enter the Administrator's *User ID* **[admin]** and *Password* **[1111]**, and click on **[Login]**.

SNMPv3

SNMPv3 can be enabled to create an encrypted channel for secure machine management.

1. At your Workstation, open the web browser, enter the *TCP/IP Address* of the machine in the Address bar.
2. Press **[Enter]**.
3. Click on the **[Properties]** tab.
4. Click on the **[Connectivity]** link.
5. Click on the **[Protocols]** link.
6. Click on the **[SNMPv3]** link.
7. Click the **[Enable]** checkbox.
8. Enter the **[Username]**,
9. Enter the **[Authentication Password]**.
10. Select the **Algorithm** type.
11. Enter the **[Privacy Password]**.
12. Click on the **[Apply]** button to accept the changes.
    If prompted, enter the Administrator's *User ID* **[admin]** and *Password* **[1111]**, and click on **[Login]**.

16 CENTREWARE INTERNET SERVICES (CWIS)

This chapter explains how to enable and use the CentreWare Internet Services CWIS feature of the machine. The following information is provided.

The following areas are covered:

Overview

CWIS uses the embedded HTTP Server on the machine. This allows you to communicate with the machine through a web browser and gives you access to the Internet or intranet.

Entering the IP Address of the machine as the URL (Universal Resource Locator) in the browser provides direct access to the machine.

CWIS not only allows you to change basic settings as in Control Panel, but also allows you to change more specialised settings for the machine.

Information Checklist

Please ensure that the following items are available or have been performed before accessing CentreWare Internet Services (CWIS):

1.   The machine should be physically connected to the network with TCP/IP enabled so that CWIS can be accessed from a web browser.

2.   An existing operational workstation with TCP/IP Internet or Intranet accessibility is required.

3.   HTTP (Hyper Text Transfer Protocol) should be enabled on the machine. HTTP is enabled by default. If you need to enable HTTP, see *Enable HTTP on the Machine on page 158*.

Enable HTTP on the Machine

Hyper Text Transfer Protocol (HTTP) must be enabled on the machine in order to access the embedded web pages.

1.   Press the **<Log In/Out>** button on the machine to enter the Tools Pathway.

2.   Enter the Administrator's *Password*. The default is **1111**.

3.   Touch **[Enter]**.

4.   Press the **<Machine Status>** button.

5.   Touch the **[Tools]** tab.

6.   Touch **[Connectivity and Network Setup]**.

7.   Touch **[Advanced]**.

8.   Touch **[Network Setting]**.

9.   Touch **[Network Setup]**.

10. Touch **[TCP/IP Options]**.

11. Touch **[HTTP]**.

12. Touch **[Enable]**.

13. Touch **[Save]**.

14. Touch **[Close]** 3 times.

15. Press the **<Log In/Out>** button.

16. Touch **[Confirm]** to exit the Tools Pathway.

Access CWIS

Use these instructions to access CWIS; the embedded web pages resident in the machine.

1.   Open the web browser from your Workstation.

2.   In the URL field, enter **http://** followed by the IP Address of the machine. For example: If the IP Address is 192.168.100.100, enter the following into the URL field: **192.168.100.100**.

3.   Press **[Enter]** to view the Home page.

4.   Click a tab to access the desired page, or click on the Index icon at the top of the machine web page to access the index and contents list.

Network Factory Default button

This button can be found on the **[Status]** tab and is used to reset Network parameters to factory default values from the Internet. It causes the machine to set all Network values back to factory default. This will cause an Immediate Image Overwrite of any incomplete print or network scan jobs being processed when the Network Controller is rebooted.

Once the button is selected, the following will occur:

1.   If the System Administrator is already authenticated as an administrator the machine will reboot. The web-browser will not be able to connect to the machine via the Web UI until the network controller has reset.

2.   If the System Administrator is not already authenticated, the **Administration Authentication** screen will appear so authentication can be performed. Once this has successfully occurred, the **Administration Authentication** screen will close and the machine will reboot. The web browser will not be able to connect to the machine via the CWIS until the Network Controller has been reset.

General

The General page allows you to view the Name, Location, IP Address and Status of the machine.

1.   At your Workstation, open the web browser, enter the *TCP.IP Address* of the machine in the Address bar.

2.   Press **[Enter]**.

3.   Click on the **[Status]** tab.

4.   Click on the **[General]** link.

Rebooting the machine

It is possible to reboot the machine from CentreWare Internet Services by clicking on **[Reboot Machine]**. The Network Controller takes approximately 5 minutes to reboot and network connectivity will be unavailable during this time.

Alerts

The Alerts page allows you to view all current alert messages. Each alert will specify what the problem is and a solution to the problem.

1.   At your Workstation, open the web browser, enter the *TCP/IP Address* of the machine in the Address bar.

2.   Press **[Enter]**.

3.   Click on the **[Status]** tab.

4.   Click on the **[Alerts]** link.

     The following information is displayed:

- **Severity** - The importance or impact of the problem.
- **Status Code** - If the problem needs a Service Representative to fix it then let them know this code when you talk to them.
- **Description** - Displays a warning or details about the problem and how to fix it.
- **Skill Level** - Displays the suggested skill level needed to fix this problem. The levels are:
  - **Trained** - System Administrator needed to fix this problem.
  - **Untrained** - Normal User can fix this problem.
  - **Field Service** - Xerox Support needed to fix this problem.
  - **Management** - Network Administrator needed to fix this problem.
  - **No intervention required** - A normal machine status.

Trays

The Trays page allows you to view paper supply setup and paper output.

1. At your Workstation, open the web browser, enter the *TCP/IP Address* of the machine in the Address bar.
2. Press **[Enter]**.
3. Click on the **[Status]** tab.
4. Click on the **[Trays]** link.
5. The **Trays** page displays the current paper supply.

Instructions for changing the paper stock are contained in the **User Guide CD2** delivered with your machine.

Consumables

The Consumables page allows you to view the status of the Customer Replaceable Units (CRUs) within the machine. The CRUs are toner cartridges and fuser cartridges.

1. At your Workstation, open the web browser, enter the *TCP/IP Address* of the machine in the Address bar.
2. Press **[Enter]**.
3. Click on the **[Status]** tab.
4. Click on the **[Consumables]** link.
5. The **Status** screen may show one of the following options:
   - **Ready.**
   - **Reorder** (Supply is getting low).
   - **Replace** (Unit Supply is used up and requires immediate replacement).

For each unit, the **% Life Remaining** icon describes the current supply level as a percentage and provides a bar graph visual display.

Billing and Counters

The Internet Services Billing Information page displays the total number of impressions copied, printed, scanned or faxed by the device. The usage Counters page shows you the number of impressions and images sent by the machine.

The Billing and Usage Counter may also be viewed via the LUI (Machine Status button).

Billing Information

The Billing Information page provides current and previous readings of the entire set of machine counters.

1. At your Workstation, open the web browser, enter the *TCP/IP Address* of the machine in the Address bar.
2. Press **[Enter]**.
3. Click on **[Properties]** tab.
4. Click on the **[General Setup]** link.
5. Click on the **[Billing & Counters]** link.
6. Click on the **[Billing Information]** link.
7. Click on the **[Refresh]** button to view the current billing information in the **Total Impressions** area.

Billing Meter

The Billing Meter area shows the date and number of impressions that were notified to the Xerox Communication Server.

Usage Counters

The Usage Counters page shows you the number of impressions produced and images sent by the machine.

1. At your Workstation, open the web browser, enter the *TCP/IP Address* of the machine in the Address bar.
2. Press **[Enter]**.
3. Click on **[Properties]** tab.
4. Click on the **[General Setup]** link.
5. Click on the **[Billing & Counters]** link.
6. Click on the **[Usage Counters]** link.
7. Click on the **[Refresh]** button to view the current usage in the Usage Counters area.

Active Jobs

The Active Jobs page displays information about the active job list on the machine.

1. At your Workstation, open the web browser, enter the *TCP/IP Address* of the machine in the Address bar.
2. Press **[Enter]**.
3. Click on the **[Jobs]** tab.
4. Click on the **[Refresh]** button to update the information in the table.

    The following information is shown:

    *   **Job Name** - The title of the print job.
    *   **Owner** - The person submitting the job.
    *   **Status** - The current status of the job.
    *   **Type** - Displays whether the job is print, scan or fax.
    *   **Copy Count** - Displays the number of copies requested for the job.

Print

Print-ready documents can be quickly and easily submitted for printing using the Job Submission page.

A print-ready document is a file that has been formatted and saved for printing from the application that created it or the Print to File check box was selected in the printer driver.

The following file formats can be printed from the Job Submission page:

*   PCL$^®$ 5e
*   PCL$^®$ XL
*   PostScript$^®$ Level 2 and 3
*   TIFFASCII Text
*   PDF
*   JPEG

NOTE: ASCII text files, from systems other than PCs, may not print correctly if hard carriage returns (ASCII Control-M) are not used as line delimiters in the text.

Large print jobs need adequate space on your hard drive when printing through CentreWare Internet Services.

1. At your Workstation, open the web browser, enter the *TCP/IP Address* of the machine in the Address bar.
2. Press **[Enter]**.
3. Click on the **[Print]** tab.
4. In the **File** area at the bottom of the screen, enter the name of the document that you want to print, or click the **[Browse]** to locate the document on your workstation, click on **[OK]**.
5. Enter the number of **[Copies]** required in the **Printing** area.

6. Select the required Delivery Type in the **Delivery** area:
   - **Immediate Print** - the document will print as soon as it is sent to the machine.
   - **Proof Print** - if several copies of the document have been selected, one copy only will print to allow the reader to check for errors. Once validated, the remaining copies can be released from the machine's User Interface.
   - **Delayed Print** - specify a time for your document to print.
   - **Secure Print** - you will need to enter a 4-10 digit number which you will use at the machine's User Interface to release the document for printing.

7. Select the required Printing options for Copies, Collate, Orientation, Stapling, and 2-sided printing.
   Select the required Paper options for Size, Type and Color.

   If Network Accounting is installed, then enter your Account and User ID for accounting purposes. (The Accounting fields are only visible if accounting is enabled on your machine).

   NOTE: Printing options are only valid for jobs that do not already contain different settings already.

8. When finished with your selections, click the **[Submit Job]** button to send your document to the printer. Wait for the Job Submission confirmation window to appear before exiting or navigating to a different screen: this prevents your print job being deleted.

9. Retrieve the printed document(s) from the machine.

Image Settings

The Image Settings screen allows you to set preferences for compression. The options selected in the Image Settings screen impact the transmission time and size of documents that are created when the E-mail features are used at the machine. The settings also impact the job processing time of images scanned with the Network Scanning feature.

1. At your Workstation, open the web browser, enter the *TCP/IP Address* of the machine in the Address bar.
2. Press **[Enter]**.
3. Click on the **[Properties]** tab.
4. Click on the **[General Setup]** link.
5. Click on the **[Image Settings]** link.
6. Select the required option for TIFF Color Compression. The default is TIFF Specification Supplement 2 (New JPEG).

   NOTE: Some applications cannot read the default TIFF output. If this functionality is required, click on **[LZW]**. LZW is a lossless general purpose compression, used for colour and greyscale TIFF images. LZW creates a larger file size than the other two options that use JPEG compression.

Portable Document Format (PDF) Settings

7. Click on **[Optimized for Fast Web Viewing]** if you want to create linearized PDF files.

8. Linearized files allow single pages of a PDF file to be displayed in a web browser before the entire file is downloaded. This function is recommended if your users create large PDFs which are designed to be delivered to web browsers over the Internet.

9. Large PDF files include those with several pages or contain lots of text and graphics. You can also select Optimized for Fast web viewing if users scan to a document management system. This option will reduce the time users have to wait to view PDF files downloaded from the document management system.

10. Click on the **[Apply]** button to save your changes.

11. Click on **[OK]**.
    If prompted, enter the Administrator's *User ID* **[admin]** and *Password* **[1111]**, and click on **[Login]**.

Job Management

The Job Management page allows you to set permissions that allow System Administrators or general (non-Administrator) User to delete jobs from the machine print queue.

1. At your Workstation, open the web browser, enter the *TCP/IP Address* of the machine in the Address bar.

2. Press **[Enter]**.

3. Click on the **[Properties]** tab.

4. Click on the **[General Setup]** link.

5. Click on the **[Job Management]** link.

6. Select one of the following options:

   a) **[All Users]** - allows any User to delete their own or any other job

   b) **[Administrators Only]** - only allows Users with Administrator access (*Passcode*) to delete jobs.

7. Click on the:

   a) **[Apply]** button to accept the changes.
      Click on **[OK]**.
      If prompted, enter the Administrator's *User ID* **[admin]** and *Password* **[1111]**, and click on **[Login]**.

   b) **[Undo]** button to return the settings to their previous values.

Alert Notification

Customers can set the Xerox machine to notify Users or operators of problems as they occur on the machine. Alert Notification is configured via CentreWare Internet Services.

General Device Alerts

1. At your Workstation, open the web browser, enter the *TCP/IP Address* of the machine in the Address bar.

2. Press **[Enter]**.

3. Click on the **[Properties]** tab.

4. Click on the **[General Setup]** link.

5. Click on the **[Alert Notification]** link.

6. In the **Alert Preferences** area, select the required options for Paper jam detected, Toner is low, Toner is empty, Drum warning and/or Replace Drum.

7. In the **Alert Recipient** area, enter the full e-mail address of a User that you want to be notified of any machine problems.

    NOTE: This is normally set to the System Administrator's e-mail address.

8. In the **Supplies Management** area, select the required options:

    *   **[Reorder at]** - sets the minimum level of the toner cartridge and/or drum cartridge when the Reorder Notification message will be displayed.

    *   **[Toner Cartridge Status]** - displays the current level (% Life Remaining) of the toner cartridge.

    *   **[Drum Cartridge Status]** - displays the current level (% Life Remaining) of the drum cartridge.

    *   **[Cancel Current Reorder Message(s)]** - disables the Toner and/or Drum Cartridge Reorder notification alert.

    *   **[Confirm Cartridge has been installed]** - displays the drum cartridge has been installed.

9. Click on **[Apply]** to save the changes.
    Click on **[OK]**.
    If prompted, enter the Administrator's *User ID* **[admin]** and *Password* **[1111]**, and click on **[Login]**.

10. Support

The CentreWare Internet Services Support page provides easy access to the Xerox web site. The page can also be set up to show Xerox support telephone numbers and the contact details for the system Administrator.

To Edit Xerox or Administrator Support Contact Details

1.   At your Workstation, open the web browser, enter the *TCP/IP Address* of the machine in the Address bar.

2.   Press **[Enter]**.

3.   Click on the **[Support]** tab.

4.   Click on the **[Edit Settings]** button.

5.   Enter the contact details in the entry fields.

6.   Click on the:

7.   **[Apply]** button to accept the settings.

8.   Click on **[OK]**.
       If prompted, enter the Administrator's *User ID* **[admin]** and *Password* **[1111]**, and click on **[Login]**.

17 SOFTWARE UPGRADE

Overview

The Software Upgrade feature allows the customer to upgrade the machine software as requested by a Xerox Customer Support Centre Representative, without needing a Customer Service Representative to be present.

When should I upgrade the software?

Xerox is continually seeking to improve its products and a software revision may become available to improve functionality on the machine. Your Customer Support Centre Representative will instruct you to upgrade your machine when it is necessary.

How do I upgrade the software?

IMPORTANT: Any jobs in the queue must be allowed to complete or be deleted before intiating a software upgrade.

There are 3 methods for upgrading the software on the machine:

1. Manual upgrade over a network connection using CentreWare Internet Services (via a web browser).
2. Manual upgrade directly at the machine with a USB flash drive connected to the USB port on the front of the machine or on the side.
3. Manual upgrade using Print File Submission.

1. Manual Upgrade using CentreWare Internet Services

If your machine is connected to the network, it is possible to upgrade the software through CentreWare Internet Services. The machine will need to be configured for TCP/IP and HTTP.

Determining whether your machine has a network connection

1. Press the **<Machine Status>** button on the Control Panel.
2. Touch **[Information Pages]**.
3. Touch **[System Configuration]**.
4. Touch **[Print]**.

For more instruction refer to *Manual upgrade using CentreWare Internet Services on page 168*.

2. Manual Upgrade using a USB flash drive

If your machine does not have a network connection, it is possible to upgrade the software by connecting a USB flash drive to the USB port at the front or on the side of the machine, for more instructions refer to *Manual upgrade using a USB flash drive on page 169.*

3. Manual Upgrade using Print File Submission

An upgrade file may be submitted as a print ready file to a printer port, example Port 9100.

The machine interpreter will identify the file as containing a firmware upgrade and start the upgrade process.

All printing protocols supported by the machine support Print File Submission upgrades.

Manual upgrade using CentreWare Internet Services

NOTE: This procedure will delete any current jobs in the machine print queue and prevent further jobs from printing until the upgrade has completed. If you wish to preserve these jobs, allow them to complete before upgrading your software. All configured network settings and installed options will be retained by the machine after the Software Upgrade process.

Information Checklist

Before starting the procedure, please ensure that the following items have been performed:

1. Obtain the new software upgrade file for your machine from the www.xerox.com web site or from your Xerox Customer Support Representative. The upgrade file will have an extension of **[.hd]**. Download the upgrade file to a local or network drive. You will be able to delete the file after the upgrade procedure.

    It is important to obtain the correct upgrade file for your particular model of machine.

    For instructions to determine which model of machine you have, click here.

2. TCP/IP and HTTP protocols must be enabled on the machine so that the machine web browser can be accessed.

Procedure

1. At your Workstation, open the web browser, enter the *IP Address* of the machine in the Address bar.
2. Press **[Enter]**.
3. Click on the **[Properties]** tab.
4. Click on **[Maintenance]** link.
5. Click on **[Upgrade Management]** link.
6. Click on **[Enabled]**
7. Click on **[Firmware Upgrade]**.
8. In the **Firmware Upgrade** box, click on **[Browse]** to locate the software upgrade file **[.hd]** obtained earlier.

9.   Click on the **[.hd]** file.

10. Click on the **[Open]** button.

11. Click on the **[Install Software]** button to proceed with the upgrade.
     If prompted, enter the Administrator's *User ID* **[admin]** and *Password* **[1111]**, and
     click on **[Login]**.

12. The file will be sent to the printer and will disable the printing functionality. The web
     browser will become inactive and you will not be able to access the machine via this
     method until the upgrade has completed and the machine has rebooted. The
     upgrade should take no longer than 30 minutes.

13. Once the machine has completed the upgrade it will reboot automatically. The
     configuration report will print (if enabled). Check the configuration report to verify
     that the software level has changed.

14. Your machine can be set to automatically schedule machine software upgrades from
     a central server at a specific time on a regular basis.

Manual upgrade using a USB flash drive

This section provides instructions to upgrade machine software via a Software Upgrade file
stored on a USB flash drive.

NOTE: The print queue will be used for this procedure, so further jobs will not be printed
until the upgrade has finished.

All configured network settings and installed options will be retained by the machine after
the Software Upgrade process.

Information Checklist

Before starting the procedure, please ensure that the following items have been performed:

1.   The Software Upgrade file obtained from www.xerox.com or your Customer Service
     Representative. The file will have an **[.hd]** extension.

     IMPORTANT: It is important to obtain the correct upgrade file for your particular
     model of machine. Xerox recommends that the file is stored in a subdirectory on the
     USB flash drive so that it is easier to locate from the machine's User Interface.

2.   If you are performing the upgrade on a networked (connected printer) machine,
     ensure that the machine is online before continuing.

Procedure

1.   Plug in the USB flash drive into the USB port at the front or side of the machine.

2.   Select **[Print from USB]** from the pop-up menu.

3.   A list of files and folders on the USB flash drive will appear.

4.   Select the Upgrade File **[.hd]** by touching it.

5.   Select **[Add]**.

6.   Select **[Done]**.

7.   Select the Upgrade File **[.hd]** by touching it.

8.   Press the green **<Start>** button to send the file to the machine and start the upgrade process.

9.   The User Interface will indicate the status of the upgrade and the machine will reboot once it is complete.

If you have chosen to print the Confirmation Report, it will be printed after the machine has rebooted successfully.

18 TROUBLESHOOTING

This chapter contains problem solving procedures and how to further assistance. For more information, refer to the following sections.

Problem Solving Procedure

This section enables you to identify the network-related machine problems. Use the following steps to identify and solve the problem. If the problem is not network related, refer to the User Guide for corrective action.

1. Resolve any local copier or fax problems first. Perform the corrective action that is recommended by the User Guide. Do not attempt to resolve a network problem if the local copier and fax functions are not operating correctly.
2. Check that the machine has power and it is switched on.
3. Check that the network cable is connected to the machine.
4. Check that the network cable is connected to the workstation.
5. Check that the correct print driver for the machine is selected at the workstation.
6. Check that the software application being used to send print jobs is set up correctly.
7. If printing and faxing documents are not available from a workstation, re-install a print driver on the workstation.
8. Call the local Xerox Welcome Center, where a representative will assist in the diagnosis and solution of the problem.

Network Scanning

Problem	Action
I cannot scan on the machine.	1. If a Scan to File Confirmation Report is produced check the details.
	2. Print a System Configuration Report to check that Network Scanning is configured correctly.
	3. Ensure that the scan filing location, User account and password are correctly configured on the machine.
	4. Ensure that the User account has Read and Write access to the scan filing location.
	5. At a workstation on your network, login to the scan filing location with the User account and copy a file into the location. If you cannot do this, the Xerox machine will not be able to scan to this location.

Problem	Action

I cannot scan to an FTP site.	If you are using FTP to file scanned images, follow these instructions to check that the service is configured correctly:
	
	1. Open a command prompt window from your Workstation:
	  a) Click on **[Start]**.
	  b) Click on **[Run]**.
	  c) Enter **cmd**.
	  d) Click on the **[OK]** button.
	2. In the **[Command Prompt]** window, enter **ftp** then enter a **space**, then enter the **IP Address of your FTP Server**. For example: **C:\>ftp 192.221.13.4** (where the IP Address of your FTP server is 192.221.13.4).
	3. Press **[Enter]** on your keyboard.
	4. At the 'User' prompt enter the *username* for the account you created for the machine scanner. For example: **User <192.221.13.4:<none>>: xerox** (where the Username is **xerox**).
	5. At the 'Password' prompt enter the *password* for the account you created for the machine scanner. For example: **Password: machine** (where the password for the account is 'machine').
	6. A response of 'User *Username* logged in' will appear if the FTP server is correctly configured. If you cannot log in, open your FTP server settings and check that the Read and Write boxes are enabled, if applicable. If you have a 'Read Only' box - ensure that this is not enabled.
	7. Check the User account and password are correctly configured.
	8. Check the User account has the appropriate rights to access the directory where scans are filed.
	
	If you are able to log in to the FTP server, try creating a directory in the scan directory to check write access. To do this:
	
	1. Within the **Command Prompt** screen, log in to your FTP server using the steps above.
	2. Type **mkdir** *xerox* to create a directory called xerox.
	3. A response of 'MKD Command Successful' will appear if the directory has been created. If 'Permission denied' appears, ensure that the User account has full read and write access rights to the scanning directory (repository).
	4. Type **rm** *xerox* to delete the directory called xerox.
	5. Type **quit** to end the FTP session.
	6. Type **exit** to close the command prompt window.

Problem	Action
I cannot scan to an HTTP or HTTPS site.	1. If the machine has been configured to scan to an HTTPS destination with Server Validation enabled, the scan will fail if the server certificate is either expired, untrusted, or contains an incorrect domain name. Verify the HTTPS configuration within CentreWare Internet Services.
	2. Verify the server certificate within CentreWare Internet Services.
	3. If jobs greater than 2MB are failing using the ASP script, the server upload limit may need to be increased.
	• Open the service manager and temporarily stop any IIS related services.
	• Edit the file MetaBase.xml on the server. The file may be located using the Windows search functionality.
	• Locate the *AspMaxRequestEntityAllowed* variable and make its value larger.
	• Restart the IIS service.
	4. If jobs greater than 2MB are failing using the PHP script, the server upload limit may need to be increased.
	• Open the phh.ini file.
	• Adjust the following settings to accommodate the desired upload limit for Network Scanning or Server Fax jobs: upload_max_filesize, default_socket_timeout, max_execution_time, max_input_time, memory_limit.
	5. To help determine possible failure reasons:
	a) Refer to the Server Log which may reside in the following locations: IIS - c:\windows\system32\LogFiles\W3SVC1 or for Apache - /apache/logs/.
	b) Look for errors in script operations identified in the log, such as directory permissions denied, size limits exceeded, etc.

Problem	Action
	6. Ensure the device is able to access the script. To enable permissions to execute scripts on a Windows 2003 server: a) Click on the **[Start]** menu. b) Select **[Programs]**. c) Click on **[Administrative Tools]**. d) Select **[Manage Your Server]**. e) Select **[Web Interface for Remote Administration of Web Services]**. f) Select **[Web Server]**. g) Select **[Web Execute Permissions and enable scripts and executables]**.

LDAP

Problem	Action
I cannot access the LDAP Address Book.	Ensure that the LDAP Server information is configured correctly within CentreWare Internet Services.
The time taken to perform a search exceeds the maximum limit.	The machine contacted the LDAP Server, but the time to perform the search exceeds the maximum search time defined by the Administrator. 1. Enter a more specific name at the machine to refine the search. 2. Increase the number in the **[Wait... seconds]** box to increase the time of the search. This is located within the CentreWare Internet Services LDAP screen. 3. Verify there are no communication problems with the LDAP server.
The number of search results exceeds the limit set on the LDAP server.	The number of search results exceeds the limit set on the LDAP server. 1. Enter a more specific name at the machine to refine the search. 2. Increase the number in the Maximum Number of Search Results. This is the maximum number of addresses that will appear which match the search criteria selected by the User. Set the Maximum Number to one less than the LDAP server will allow. For example, if the LDAP server limit is 75, set the search results to 74 or less. This setting is located within the Internet Services LDAP screen.

Problem	Action
No LDAP entries fit the search criteria entered by the User.	Verify the Search Name Order is set to match the name syntax used in your environment. This setting is located within the Internet Services LDAP screen.

Server Fax

Problem	Action
I cannot use this feature on the machine.	1. If a Server Fax Confirmation Report is produced check the details.
	2. Print a Server Fax Confirmation Report to check that Server Fax is configured correctly.
	3. Ensure that the fax filing location, User account and password are correctly configured on the machine.
	4. Ensure that the User account has Read and Write access to the fax filing location.
	5. At a workstation on your network, login to the fax filing location with the User account and copy a file into the location. If you cannot do this, the Xerox machine will not be able to fax to this location.
	Check the Third Party Fax Server Configuration
	1. At the fax server, disable the service so that it does not try to collect new faxes from the fax filing repository. This will depend on the particular product but often the relevant service can be stopped. Refer to the manufacturer's instructions contained with the fax server software to complete this task.
	2. Send a test fax from the machine.
	3. View the location on the server where the fax filing repository was created. Verify that a directory with the extension .XSM has been created and contains the correct TIFF files (one per page of the fax sent).
	If the fax filing repository contains the .TIFF files then the machine has successfully completed its task. The problem lies with the third party fax server. Ensure that the server is configured correctly and the path to the fax filing repository is set. Refer to the manufacturer's instructions contained with the fax server software to complete this task.

Embedded Fax

Problem	Action
I cannot use this feature on the machine.	Ensure that the fax settings are correctly configured. 1. Press the **<Log In/Out>** button on the machine to enter the Tools pathway. 2. Enter the Password of the Administrator's account. The default is **[1111]**. 3. Touch **[Enter]**. 4. Press the **<Machine Status>** button. 5. Touch the **[Tools]** tab. 6. Touch **[User Interface]**. 7. Touch **[Service Enablements]**. 8. Touch **[Embedded Fax]**. 9. Check that Embedded Fax is enabled. Verify that the Fax Setups has been correctly configured. Further information about the configuration of the Fax Setups screens can be found in the **User Guide** delivered with your machine. 1. Touch the **[Tools]** tab. 2. Touch **[User Interface]**. 3. Touch **[Fax Service Settings]**. 4. Check that **[Country]**, **[Line Configuration]** and **[Transmission Fax Defaults]** are setup correctly.

Network Accounting

Problem	Action
I cannot use this feature on the machine.	1. Press the **<Log In/Out>** button on the machine to enter the Tools pathway. 2. Enter the Administrator's *Password*. The default is **[1111]**. 3. Touch **[Enter]**. 4. Press the **<Machine Status>** button. 5. Touch the **[Tools]** tab. 6. Touch **[Accounting]**. 7. Touch **[Accounting Enablement]**. 8. Touch **[Authentication Mode]**. 9. Check that Network Accounting is enabled. Test the communication between the Network Accounting Server and the Xerox machine. 1. At your Workstation, open the web browser, enter the *IP Address* of the Xerox machine in the address field, and press **[Enter]**. 2. The machine Internet Services web pages should appear. If it does not, verify the IP Address settings on the machine. If you do not have a web browser, test connectivity by pinging the IP Address of the machine from your Network Accounting server. 3. Verify that your Network Accounting server is configured correctly. Consult the manufacturer's documentation with your Network Accounting server to perform this task.

Printing

Problem	Action
I cannot print to the machine.	1. Ensure that there are no network connectivity problems with the Xerox machine. 2. Print a Test Page from the Xerox print driver to the machine to verify connectivity. 3. Ensure that the print server is functional. 4. Print a Configuration Report at the Xerox machine to Ensure that the network address information is correctly configured. 5. Ensure that the correct print driver is installed on the User 's workstation.
The machine is printing slowly.	1. Configure the Xerox machine with an Ethernet speed that matches the speed set on your hub or switch. 2. Ensure that the correct print driver is installed on the User 's workstation.
My jobs are deleted or the machine is requesting me to log in.	1. If Xerox Standard Accounting (XSA) is enabled on your machine, check that you have entered the correct User ID that you have not exceeded your allocation. Refer to *Xerox Standard Accounting on page 117.* 2. If Authentication is enabled on your machine, check that you have entered the correct password. 3. If Guest Authentication is enabled on your machine and a User has entered an incorrect PIN number five times, all Users are locked out of all services for five minutes. Wait for five minutes and then access the machine again with the correct Guest PIN number.
My jobs are not printing on the correct paper.	1. Ensure your required paper is loaded into the machine and the guides are pushed up to the edge of the paper. 2. Close the paper tray. The paper selection screen will pop up on the User Interface screen. 3. Select the options according to the paper loaded in the tray. 4. In your print driver, select the paper type according to the settings that you programmed the paper tray with.

Connectivity

Problem	Action
The machine is not available on the network.	**Network Connectivity** 1. Print a Configuration Report at the machine to ensure that the network address information is correctly configured. 2. Ensure that the Online button is enabled within the Tools area at the User Interface screen. 3. Connect to the machines IP address 4. Ensure that the machine is configured with an Ethernet speed that matches your hub or switch. 5. Ensure that the machine's Ethernet cable is correctly patched in at the hub/switch. 6. Ensure that the machine's Ethernet cable is functioning. 7. Ensure that other computers on your network can communicate.
The machine has an incorrect TCP/IP Address.	**Test TCP/IP Connectivity** 1. Ping the address of the machine from a command prompt window. 2. If you receive a reply, the machine may be configured with a duplicate IP Address. Unplug the Ethernet cable from the machine and ping the IP Address again. If you still receive a reply, re-connect the Ethernet cable. 3. If you do not receive a reply when you ping the machine's IP Address, check the network cables at the machine and the computer that you are using to ping the machine. 4. Configure the Xerox machine with an Ethernet speed that matches the speed set on your hub or switch. 5. Ensure that the Ethernet cable is correctly patched in at the hub/switch. 6. Try a different Ethernet cable at the machine. 7. Check that other machines/computers can communicate over the network.

Problem	Action
	Incorrect TCP/IP Address
	In certain situations you may find the machine is configured with an incorrect IP Address or displays a network error. There are several possible causes of this:
	1. When the machine boots up it discovers that it has been configured with an IP Address that is owned by another machine.
	Solution - Configure the machine with a unique IP Address.
	2. The machine cannot connect to the DHCP or BootP server. The machine will use AutoIP to establish an address.
	Solution - Check the DHCP or BootP server works correctly. Configure the printer with a static IP Address.
	3. The printer has an IP Address of 169.254.x.x.
	Solution - The machine cannot connect to the DHCP or BootP server. The printer has used AutoIP to establish an address. Check the DHCP or BootP server works correctly. Configure the printer with a static IP Address.
	NOTE: AutoIP (AutoNetting) When DHCP or BootP are enabled on the machine, AutoIP is automatically enabled. If a DHCP or BootP server does not respond with an IP Address, the machine will use AutoIP to configure its own IP Address in the 169.254.0.0 range. When the machine connects to the DHCP or BootP server it will obtain a dynamic IP Address as normal. If the machine is configured with a static IP Address, it will not use AutoIP.
I cannot access CentreWare Internet Services.	1. Ensure that the Xerox machine is configured with a valid IP Address.
	2. Ensure HTTP is enabled within the Tools area at the User interface (UI) screen.
	3. Ensure that the Online button is enabled within the Tools area at the UI.
	4. Within your web browser, set the option to bypass the proxy server for local addresses.

Store Files

Problem	Action
I cannot store jobs	1. Memory is full. 2. Delete files from Store Files folders.

APPENDIX A

Wireless Connectivity

Overview

The Xerox machine is compatible with 802.11 (Wi-Fi®) wireless networks, when used with an external wireless adapter .802.11 Ethernet Bridge.

802.11 Wireless Networking

The location where the machine is installed must be covered by an 802.11 wireless network. This is typically provided by a nearby wireless access point or router, which is physically connected to the wired Ethernet that serves the building.

802.11 Wireless Adapter
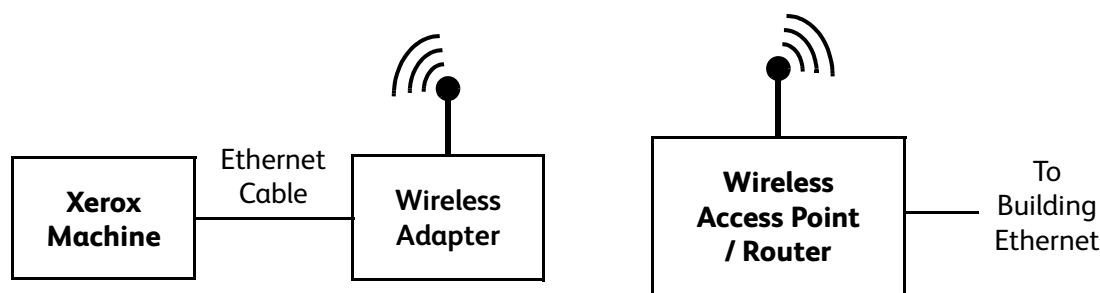
The Wireless Adapter (also known as an Ethernet-to-Wireless bridge) is a device that connects into the machine's Ethernet port using an Ethernet cable and acts as a wireless to wired Ethernet converter.

Refer to the manufacturer's documentation for instructions on how to configure and connect the wireless adapter. Once the wireless adapter is connected to the Xerox machine. Follow the steps in *Chapter 3, Network Installation on page 13.,* and *Chapter 4, Print Drivers* on *page 37* to configure the network connectivity on the Xerox machine.

More information about compatible wireless adapters can be found on www.xerox.com.

Management Information Base (MIB)

A MIB (Management Information Base) is a database of objects that can be accessed by a network management system.

Xerox public MIBs are located at: http://ftp.xerox.com/pub/drivers/MIBs/

Customers can download the MIBs and use their SNMP tool to obtain the required information.

Enable/Disable System Timer Values

To enable or disable any **System Timer Value** for either of the following must be carried out on the machine:

- **System Time Out**
- **Incomplete Scan**
- **Held Job Time Out**

At the machine

1. Press the **<Log In/Out>** button on the machine to enter the Tools Pathway.
2. Enter the Administrator's *Password*. The default is **1111**.
3. Touch **[Enter]**.
4. Press the **<Machine Status>** button.
5. Touch **[Tools]**.
6. Touch **[Device Settings]**.
7. Touch **[Timers]**.

To enable System Time Out

8. Touch **[System Time Out]**.
9. Touch **[Enable]**, to set the timer to indicate when user selections will return to their default settings.
10. Select the timer value (1 and 10 minutes) by touching the **UP** and **DOWN** arrow.
11. Touch **[Save]** to return to the **Timers** menu.

To enable Incomplete Scan

12. Touch **[Incomplete Scan]**.
13. Touch **[Enable]**, to set the timer to indicate when to delete an incomplete scan job.
14. Select the timer value (1 and 10 minutes) by touching the **UP** and **DOWN** arrow.
15. Touch **[Save]** to return to the **Timers** menu.

To enable Held Job Time Out

16. Touch **[Held Job Time Out]**.
17. Touch **[Enable]**, to set the timer to indicate how long the System will hold incomplete jobs before automatically deleting them.

18. Select the timer value for **hours** (0 - 120 Hours) and for **minutes** (0 - 59 minutes) by touching the **UP** and **DOWN** arrow.

19. Touch **[Save]** to return to the **Timers** menu.

20. Press the **<Log In/Out>** button.

21. Touch **[Confirm]** to exit the Tools Pathway.

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